

Guidelines for Policy to Phase-Out Personal Appliances at JSCEE

Managers, your staff may be contacting you regarding their use of personal appliances. Below are some guidelines to assist you as we implement the Natural Resources Conservation Policy.

Frequently Asked Questions

- **Why should I try to save electricity? What good does it do?**
Energy conservation has far reaching effects. Most of our electricity is generated by hydroelectric projects (dams). While their air pollution is relatively low, dams alter large sections of the natural environment. This has led to reduced salmon and other fish populations, increased freshwater evaporation, wildlife habitat destruction, and erosion. By saving electricity we can help to mitigate the effects of dams while being environment stewards for our communities and our kids.
In addition to environmental stewardship, electricity costs money. The more money we save on utilities, the more will be available for other programs. Last year, electricity alone for the Stanford Center cost almost \$300,000! By comparison, natural gas, water and sewer *combined* cost nearly \$70,000. While the Stanford Center has successfully reduced gas, water, and sewer use, electricity use still continues to rise (based on usage data through March '07).
- We have been able to have personal appliances at JSCEE in the past. **Why can't we have them now?**
Recently adopted by the School Board, the Natural Resource Conservation Procedures state that "personal electrical appliances are only permitted for school related purposes". Essentially that means that they are not permitted for personal use.
- How do I determine whether my appliance is for **school-related purposes**?
In general, things that are used for the direct benefit of students are considered school related. Ex: fridges used in science labs for experiments or equipment, heater for a student who has a condition requiring the room be outside of the standard 68° – 76°, etc.
- I don't have a school-related purpose but still want to **keep my personal appliance**. What are my options?
You may complete a Request for Personal Appliance Form which must be signed by your manager. The request will then be reviewed and use of the appliance will be approved/denied. You will be notified of approval/denial via email.
- **How long** do I have to remove my personal appliance?
You have 1 month to remove your electrical appliance. In the event that you are awaiting approval/denial of a Request Form, the appliance is permitted while the Request is under review.
- **68° F – 76° F** seems too cold/hot for me. How did the District decide on that temperature range?
American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) "specifies the combinations of indoor space environment and personal factors that will

produce thermal comfort conditions acceptable to 80% or more of the occupants within the space.” According to ASHRAE Standard 55 – 2004, *Thermal Environmental Conditions for Human Occupancy*, “temperatures should range from 68° F to 79° F” (note that the district standard is 76°). Remember that it may be warmer/cooler than normal after a long weekend or extended break when the building is not being used and plan accordingly.

- Who can I contact to help me get my **personal appliance downstairs**?
Contact the custodian for access to the dolly to move an appliance that you own. Contact Nicole at 252-0599 or nariss@seattleschools.org to move an appliance that is District property.
- My mini-fridge is an **Energy Star** appliance. Wouldn't it make more sense for me to use the mini-fridge instead of our old inefficient fridge?
No. Even our old, worn out fridge uses about 20% less energy per square foot than the average Energy Star mini-fridge (use calculated from 2nd floor fridge near building custodian's office).
- **Who is responsible** for seeing that I remove my personal appliance?
As with all policies and procedures, you are responsible for your compliance with the NRCP for conscientious use of our tax dollars.

Criteria for Allowance of Appliances at JSCEE

JSCEE staff *must meet the following criteria* prior to submitting a Request for Personal Appliance Form.

Heater or fan:

- Staff member dresses appropriately for the weather at all times by layering as much as possible and still feels uncomfortable in the workspace. In winter, staff member dresses warmly with a sweater, scarf, and warm socks. In summer, staff member dresses coolly with thinner garments and short sleeves if possible. (Please note that a statement from the supervisor will be requested.)

OR

- Staff member has pre-existing condition that requires environment outside standard temperature range of 68° – 76°. (Please note that a statement from the physician may be requested.)

Personal mini-fridge:

- Staff member has a reasonably-sized lunch that does not fit into any of the large fridges and only has the beverage they need for the day in the fridge OR staff member is physically unable to move between the nearest kitchen and their desk. (Please note that a statement from the physician and/or supervisor may be requested.)

AND

- Extra space in your mini-fridge is available to other staff members who have complied with the Policy to Phase-Out Personal Appliances.