



## Personal Appliance Waiver Request

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Room number/type and appliance requested: \_\_\_\_\_

Check here if there is a medical or disability related reason for the personal appliance waiver. If so, please forward this form to Sue Means in Human Resources at [sumeans@seattleschools.org](mailto:sumeans@seattleschools.org), 206-252-0020. She will contact you to discuss your options for an accommodation under the Americans with Disabilities Act.

Reason for requesting personal appliance waiver:

(Use additional page if necessary):

Principal Name and Signature: \_\_\_\_\_

Teacher/Staff Name and Signature: \_\_\_\_\_

Send to SPS Facility Operations, MS 23-365, P.O. Box 34165, Seattle WA 98124 or email [SPSGoingGreener@seattleschools.org](mailto:SPSGoingGreener@seattleschools.org)

### Superintendent Procedure Natural Resources Conservation 6810SP

#### 7) Occupants of offices and classrooms equipment-operating responsibilities

- a) Everything plugged into a school or office outlet draws power and therefore uses public resources.
- b) All office and classroom electrical equipment (sound systems, speakers, computer *monitors*, fans, phone chargers, etc.) shall be turned off each night and during all weekend and extended non-occupied times.
- c) Networked devices such as District printers/scanners, computers and projectors shall stay on but should be switched into low power mode when not in use.
- d) The District may provide pre-approved appliances in shared areas for the use of staff, these appliances may include communal refrigerators, microwaves and coffee makers.
- e) **All appliances used in the District must be located in communal spaces and available for shared use. Individual appliances may not be installed unless they are providing ADA accommodation or have been preapproved by Facilities Operations.**
- f) **All items plugged into outlets shall be National Underwriters Laboratories tested and labeled and all label instructions shall be followed by the user.**

#### 1) Heating, Cooling, and Ventilation (HVAC) & Mechanical Equipment

- c) **Portable space heaters** are a potential fire hazard, can trip our breakers, and use a significant amount of energy. Only spaces that do not meet District standard HVAC set points, during the normal operating schedule, from the building's HVAC systems may be permitted to have a space heater. All heaters must meet District safety requirements. Approved space heaters shall be shut off during unoccupied hours and while unattended. Please note: space heaters are not rated to be used with extension cords and should be directly plugged into the wall.