

Personal Appliances Policy

Connecticut Technical Education and Career System (CTECS)

Introduction

Use of small and/or personal appliances/electronics may pose a risk to CTECS facilities in several ways, including potential damage from leaks, improper or lacking maintenance, attraction of pests/vermin, and especially the potential for fire and other life-safety hazards. While the Facilities Management and Engineering Services Unit (FAC) understands the convenience these items provide to our staff and students during their time within our facilities, we must take precautions to mitigate any potential risks.

Kitchen/Cooking Appliances

Kitchen appliances (including, but not limited to, refrigerators, microwaves, toasters, ovens, air fryers, coffee makers, Keurigs, electric tea kettles, toaster ovens, water bubblers, etc.) are NOT permitted in any unapproved space. Only those kitchen appliances purchased by the State and installed in approved locations (e.g. designated break rooms) are approved.

- These appliances will be cleaned and maintained by CTECS on an appropriate schedule, which may include removal and disposal of food/contents to facilitate cleaning.
- Employees are responsible for tracking their own contents and containers and CTECS takes no responsibility for damage/spoilage related to use of these appliances.
- Appliances outside of the cafeteria shall not be used by students.

Appliances (e.g. small refrigerators) approved for employee use in response to an approved ADA or other accommodation will be allowed in approved locations.

- Appliance(s) shall be clearly labeled “APPROVED FOR USE BY: EMPLOYEE/STUDENT NAME. NOT FOR GENERAL/FOOD USE”.
- Appliances purchased by CTECS will be cleaned/maintained by CTECS.
- Appliances purchased by employees/students shall be cleaned/maintained by the purchaser.

Appliances approved for use related to educational and/or trade instructional programs will be allowed within the related academic/shop space.

- Appliance(s) shall be clearly labeled “APPROVED FOR SHOP NAME INSTRUCTIONAL USE. DO NOT USE FOR COOKING OR STORAGE OF FOOD”.
- CTECS maintenance personnel will NOT clean/maintain these appliances.

Space Heaters

Personal space heaters will be allowed only under the following conditions.

- Approved space heaters will be purchased by CTECS and shall have the following features: UL-Listed, oil-filled, 8-hour timer with automatic shut-off, anti-tip, and auto shut-off on tip-over;
- Used only in spaces identified by FAC as difficult to maintain proper temperatures;
- In the case of an approved ADA or other accommodation;
- Installed in locations that allow for open air-flow, and do not conflict with other HVAC systems (e.g. thermostats, sensors, and return-air ducts).

Air Purifiers or Similar Filtration Systems

Room-sized or similar personal air purifiers will be allowed only under the following conditions.

- Approved air purifiers will be purchased by CTECS for staff/students with an approved ADA or other accommodation.
- In no cases will CTECS allow use of an Ultraviolet or Ozone-generating purification system within occupied spaces.

Incense or Similar Air-Infusers

Air or scented infusers/diffusers or candle warmers (burning, electric, or mechanical) shall NOT be utilized within CTECS facilities.

Extension Cords and Power Strips

Use of extension cords and power strips are prohibited, except under the following conditions:

- Extension cords may be used only temporarily and only if the device rating does NOT exceed the rating of the cord and serving outlet. If long term usage is required, please notify maintenance and/or FAC to discuss adding outlets
- Power strips may only be used for approved devices, if the aggregate ratings of all devices DO NOT exceed the safety rating of the power strip.
- Only one extension cord or power strip shall be used in series, DO NOT “daisy-chain” multiple cords/power strips.
- Refrigerators, toasters, ovens, and other kitchen and small appliances shall not utilize extension cords and/or power strips unless specifically identified as safe for that use.

Other Appliances

Other small appliances and equipment may be permitted with approval for use. All requests for small appliances shall be submitted to school administration and approved by FAC.

Disconnection and Removal

Inspection for prohibited items will take place on an ongoing basis. Maintenance personnel will provide notice and remove unapproved equipment based on the following process:

- A notification will be secured to the device itself; staff/students will have 48-hours to solicit approval or remove the equipment from the facility.
- After 48-hours, maintenance will remove the equipment and place it in storage for pick-up by the owner. A second notice will be placed in the area with contact information and instructions to retrieve and remove the equipment from the facility.
- After storage by maintenance, staff/students will have 1-week to remove equipment from school facilities. After that period, maintenance will dispose of the items and no guarantee of retrieval can be offered after that date.

Equipment/appliances regardless of prior approval, that appear damaged, dirty, unsafe, or otherwise hazardous may be immediately unplugged and/or removed if deemed prudent for the safety of the staff/students and/or school facility.

Specifically Prohibited Items

In addition to the inclusions/exclusions listed above, the following list of items are strictly prohibited from use within CTECS facilities:

- Candles, except as approved for use in science and under direct supervision of an instructor.
- Incense or similar-style air-infusers/diffusers (scented or not, burning, electric, or mechanical).
- E-bikes, E-scooters, hoverboards, and similar-use travel, recreational, and/or commuting devices.
 - These devices shall be stored outside in designated bike racks.
 - Students/employees shall NOT charge these devices within school facilities, or on school grounds.
- Electric Vehicles (EVs) that are personally-owned/registered shall not be charged at CTECS' facilities, except at identified pay-per-use public chargers that may be operational at some of our facilities.
 - EV charging equipment designated for Student Transportation Vehicles, State Fleet Vehicles, and those that are part of an active trade instructional project are not to be used for personal EVs.
 - In no case should personal EVs be plugged into an undesignated power outlet.

Failure to comply with this policy may be a violation of [State Ethics Code for State Employees](#). Repeated violation of this policy may result in discipline.

Dr. Alice Pritchard, Executive Director
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