

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Building Management  
**Policy Number:** 10.01.08  
**Policy Name:** Use of Appliances

**Original Effective Date:** 12/01/2005  
**Revision Date(s):** 11/01/2019, 10/01/2016, 09/01/2013, 08/27/2007  
**Current Revision Date:** 11/01/2022  
**Approved By:** Jacqueline M. Fletcher, Interim Director

**PURPOSE:** To address safety of staff in relation to use of appliances and the appropriateness of such in an office setting.

**SCOPE:** This policy statement applies to all CCDCFS staff members.

**POLICY**

- I. It is the responsibility of all managers and building management to monitor the safety and appropriateness of appliances.
  - A. Acceptable appliances, which must plug directly into a wall outlet in an office, include:
    1. microwave
    2. coffee pot
    3. water dispenser/fountain
    4. dorm size refrigerator
  - B. Acceptable appliances, in bay areas or common areas, which must plug directly into a wall outlet, include:
    1. fan
    2. DCFS cell phone charger
    3. radio

**PROCEDURES**

- I. Staff receives notice of inappropriate appliances or connections.
  - A. Appliances considered inappropriate, that cause power failures, are not acceptable.
  - B. Failure to remove an appliance, after a warning, shall result in the loss of the appliance.
    1. Power strips, extension cords and surge protectors are not acceptable for use with any appliance.
    2. All appliances must plug directly into a wall outlet.

- II. Refrigerators and microwaves are available in employee lounges and the cafeteria.
  - A. All DCFS employees are responsible for cleaning both the refrigerators and microwaves.
    - 1. Items left in the refrigerators, after 3:00 PM on Friday, will be discarded.