

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Use of Electrical Appliances	<b>Number:</b> A2214 <b>Issue Date:</b> 11/91
<b>Approved:</b> Roy Pederson	<b>Initiating Department:</b> Facilities Management	

#### **A. Purpose**

To provide for the safety of County employees and property by inspecting electrical appliances prior to use.

#### **B. Policy**

All electrical appliances and extension cords must be presented to Facilities Management for compliance with the Fire Prevention Regulations and the Fire Underwriters Code.

An inspection will be made of the chosen location where the appliance(s) will be used to preclude the creation of a fire hazard. Direct outlets will be installed wherever practical upon the submission of a work request.

Electric resistance heaters may be utilized for general space heating to bring space temperature to, but not in excess of, 65 degrees Fahrenheit.

#### **C. Authority and Responsibility**

Elected officials and department directors are responsible for ensuring that all electrical appliances are inspected in their respective areas.

Facilities Management is responsible for conducting inspections, in a timely manner, upon request.

#### **D. Procedures**

1. Facilities Management will respond to inspection requests and will also make periodic unannounced inspections of areas for electrical appliance safety.
2. If a discrepancy exists, Facilities Management will require that a work request be forwarded and that repairs be facilitated.
3. The elected official or department director must comply with the repair order and make funds available to correct the safety discrepancy.
4. If funds can not be made available by the elected official or department director, the use of electrical appliances must be discontinued until such time as the safety discrepancy is corrected.