



**Personal Appliance and Space Heater  
Guidelines**

**IDOA: Facilities Management**  
**November 2022**

**Purpose:**

The establish working guidelines to facilitate safe office practices for use of personal appliances for the Government Center Campus. The following guidelines are for all IGCC office locations and will affect agency employees' usage of personal appliances (i.e., microwaves, toasters, refrigerators, space heaters, etc.) these specific appliances will be prohibited in office cubicle spaces. The use of these personal appliances can potentially cause an overload to electrical circuits which pose both operational and safety concerns.

**Responsibility:**

Employee – It is the responsibility of every employee to maintain their workspace in accordance with guidelines set forth in this policy.

Agency- It is the responsibility of each on the IGCC to ensure their employees a conducting safe office environment practices in accordance with this policy.

Office of Facilities Management- It is the responsibility of Office of Facilities Management (FM) to ensure each agency abides by the guidelines set forth in this policy. The Office of Facilities Management will perform assessments of any workspace to ensure compliance of safe office practices prior to the performance of any maintenance being performed. Requested removal of personal appliance will be at the discretion of the Facilities Maintenance Supervisor or designee.

**Guidelines:**

1. No personal appliances (i.e., refrigerators, microwaves, toasters, toaster ovens, coffee pots, hotplates, or any other device used for food preparation will be permitted in the cubicle workspaces.
2. No personal fans with blades exceeding 6 inches are permitted in workspaces.
3. Any other personal appliances which have not been mentioned in the lines 1-3 are subject to removal at the authorization of the (FM) should they pose a threat of physical or property damage to a workspace.
4. Nothing can be placed on the top of cubicle bins and/or walls which would extend beyond the top of the wall unless authorized by Office of Facilities Management or designee.
5. No unauthorized objects are permitted to be hung from the ceiling that would obstruct the light fixtures and/or prevent adequate air flow unless authorized by the Facilities Management Maintenance Supervisor or designee.

6. No personal items are to be placed in aisles, hallways, or upon furniture or filing cabinets outside an individual's workspace. This can be a potential fire hazard.
7. Workspace modifications that fall under the maintenance responsibilities of (FM) is strictly prohibited unless authorized by the (FM). Your agency's appointed representative must submit a completed Request for Space Planning/ Building Rearrangements form located in the Government Center Planning tab at <https://www.in.gov/idoa/2378.htm>

**Space Heaters: Only compliant use of space heaters will be permitted. There are to be no space heaters in any cubicles they must be plugged directly into a wall outlet that is not through an extension cord.**

- All heaters must be Underwriters Listed or Factory Mutual approved for their intended use.
- Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved.
- Heaters must have a tip-over automatic shutdown feature.
- Heaters must be kept at least 3 feet from all combustible materials, e.g., file cabinets, desks, trash cans, and paper boxes.
- Heaters must be monitored when in operation.
- Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately and repaired by a competent person. Do not use heaters in rooms that will not be continually occupied.
- Do not use portable space heaters if small children are expected in the area.

**Approved Appliances:**

For use of personal appliances, they should be plugged in to wall outlets only in designated break areas. The personal appliances in break areas should not be plugged into extension cords from the same wall outlet to prevent overloading the outlets which could result in loss of power. Remember electrical safety is paramount please DO NOT:

Use an extension cord with a high- wattage appliance, such a portable electric heater, or microwave or refrigerator

Drape electrical cords or wires over radiators, pipes or metal objects

Never cut off or remove third prong of a three pronged – plug. This prong grounds appliances for safe use

When unplugging an appliance be sure to plug the plug- not the cord

It is important to follow all wattage ratings for cords. The rating on the cord should be sufficient for the wattage of the item being plugged in.

IDOA Facilities Management will ensure every effort is made to address any outages that may arise. Please be advised that if these outages are due to excessive appliance use or caused by personal space heaters these **WILL NOT be considered emergency maintenance request. Requested removal of these items will be at the discretion of Facilities Management if they continue to pose a safety hazard or cause continuous electrical issues.**

For any clarification or concerns please contact IDOA Facilities Management

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