

## Fire and Life-Safety Group (FLS)

### Small Appliances: Policies and Procedures

#### INTRODUCTION

Coffee makers, toasters, and other small, heat-producing appliances used without safety precautions constitute a considerable ignition and fire risk. However, by following the guidelines listed below, this danger can be significantly reduced.

#### POLICIES AND PROCEDURES

##### Small, heat-producing appliances should:

- Be used in kitchens, rooms, and offices with automatic fire sprinklers and fire extinguishers located inside or immediately outside the room. *(A variance may be granted on a case-by-case basis. A variance is dependent upon the compliance with all other requirements as listed above. Additionally, the room needs to be visually inspected by FLS prior to use of a small appliance within a non-sprinklered room. If a variance is granted, the variance will be good for 1 year from the date of issue and must be renewed before it expires.)*
- Be located and used such that cords and plugs are not accidentally immersed in water or other liquids.
- Be kept away from combustible material such as paper, cardboard, trash receptacles, and combustible furniture.
- Be *Underwriters Laboratories* (UL) listed.
- Not be used for any purpose other than their intended purpose.
- Be positioned so that cords do not hang over the edge of the table or counter.
- Not be used if greasy or filled with crumbs and food build-up.
- Be cleaned on a regular basis.
- Not be used if the power cord is frayed.
- Not be used with extension cords longer than 6 ft.
- Not be used with extension cords connected in series.
- Not be used if an unusual odor or sparks are produced.
- Not be plugged into the same outlet as several other electrical appliances.
- Have their warning labels read, followed and left attached.
- Have built-in timers or be plugged in through a timer.
- Be unplugged when not in use and before the end of each day.

Additionally, when using a microwave to prepare popcorn, please read and fully follow all the directions on the popcorn bag and do not leave the room until the popcorn is finished and the microwave is off. Many

nuisance alarms occur every year as a result of popcorn cooked in microwave ovens for longer times than necessary.

**Please note:** Two people with independent backups (for sick and vacation day coverage) should be assigned to disconnect appliances, even when timers are used. This requirement becomes more important before weekends and holidays when the timers could inadvertently start the dry appliance during non-working days, creating a fire hazard.

### **Small Appliance Fire Safety Signs**

Fire safety signs are required to be printed on red paper and posted in all campus kitchenettes. The following link provides examples of fire safety signs to inform employees and/or patrons to turn off and/or unplug small appliances outside of normal business hours. These include: coffee makers, toasters or toaster ovens, and other heat generating and electrical appliances.

[Small Appliance Fire Hazard Signs](#)

*FPfile: SmallAppliancePolicy.doc*