



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY DEPARTMENT OF GENERAL SERVICES

Small Appliance Policy

The Small Appliance policy pertains to the evaluation, acquisition, and installation of approved government-furnished appliances at Metropolitan Government of Nashville and Davidson County (Metro) workplace facilities. This policy provides standards for employee-furnished or manager-approved appliances in the workplace. This policy applies to all General Services managed workplace facilities within Metro government.

DEFINITIONS

- **Appliance** refers to any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than general electronics such as personal computers (PC's), monitors, printers, and related technology items.
- **Metro workplace** is a Metro office or facility that is operated by the Department of General Services for Metro employees and support contractors. The office or facility may be owned by Metro Government, State of Tennessee or another party that Metro has a contracted with to provide the office or facility.
- **Employee-furnished appliances** are devices brought into the workplace by employees, such as radios, lamps, clocks, fans, etc. (**Note:** Not all appliances are acceptable for installation.)
- **Government-furnished appliances** include shared appliances (such as refrigerators, microwaves, ice makers and coffee services) and personal appliances (such as task lights) or special accommodations that are approved through General Services.

GENERAL GUIDELINES

- Appliance must always meet Underwriters Laboratories (UL) safety certification. Appliance installation must comply with the 41 Code of Federal Regulations (CFR), 111.77-3, *Appliances and Appliance Circuits*. Appliances must be suitably installed for the locations and service intended.
- Appliances purchased for use in a Metro facility must conform to the objectives of Ordinance No. BL2007-1374, amending Title 16 of the Metropolitan Code regarding sustainable building design standards for new and renovated Metropolitan Government buildings and facilities. DOE Energy Star® environmental standards shall be met.

- Installation of any concession (i.e. vending facility) must comply with the State of Tennessee regulation T.C.A. 71-4-501, "...states that TBE will have a "Priority" to operate vending in these buildings. By priority, the law means that TBE will have the first right of refusal to provide any food service..."
- Evaluation of requests for government-furnished shared appliances (refrigerators, microwaves, ice makers, and shared coffee services for designated refreshment areas) will be based on the availability and proximity of cafeteria services or other commercial food sources. Evaluation of requests for government-furnished shared appliances will be situation specific. It is recognized that various facility types will have varying requirements. (For example, the requirements of a 24x7 workplace may differ from the requirements of a field facility.) Exceptions to standards will be reviewed on a case-by-case basis.
- All government-furnished and employee-furnished appliances are subject to review by management.
- Requests for government-furnished appliances should be made to General Services work order system (see Procedures, 03.0). General Services will use the principles of employee health and safety, and energy efficiency to determine if appliances meet the criteria. As appropriate, the Safety Office will be consulted prior to approval.
- Government-furnished appliances may also include task lights. Installation of these appliances is generally approved once other adjustments to the physical work environment have been reviewed by General Services.
- Managers must assume responsibility for any appliance approved for use in the workplace. Small personal appliances must not pose potential disruptions to the workplace, such as interference with fire alarm and sprinkler systems, lighting or building power, noise pollution, and/or possible orders, lack of cleaning, etc. Appliances in this category may include radios, lamps or clocks.
- Appliances in Category 3 of the attached table are not approved for installation in the Metro workplace. Items such as personal coffee pots, electric coolers, grills, griddles, hot plates, small refrigerators, toaster ovens, fish tanks, and water fountains may cause safety hazards, significant noise pollution, or potential water damage. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages. Any consideration of a Category 3 appliance requires specific detailed justification and approval by General Services. Any exception based on medical reasons for placement of unauthorized appliances must meet the standard evaluation process for reasonable accommodation.

RESPONSIBILITIES

- Building Operations Support Services, Life Safety Officer may require the removal of unauthorized appliances, subject to these responsibilities and procedural guidelines.

- The Department of General Services is responsible for providing a safe physical environment for all employees and for the review and approval of government-furnished appliances. BOSS provides guidance regarding the appropriateness of any appliance in question.
- Department Heads and/or Elected Officials at all Metro workplace locations are responsible to review and determine the appropriateness of any approved, employee-furnished appliance in the workplace, and they assume responsibility for safety compliance.
- Employees must acquire their manager's permission in advance of installation for any appliance they bring into the workplace. Employees who have unauthorized appliances will be asked to remove them from the Metro facility.

PROCEDURES

The acquisition process for government-furnished appliances for all General Services managed Metro facilities:

- Manager reviews and evaluates the request for an appliance based on business need, cost, and space allowance, as well as fire, electrical, safety, and building requirements, and prepares a brief justification.
- Organization's administrative staff completes the BOSS Maintenance Work Order on-line form, attaches the justification, and submits the request to General Services for review and approval.
- General Services will determine appropriateness for acquisition and installation of an appliance. If a request is denied, General Services will provide the rationale and any alternatives that may be available.

REFERENCES

- 41 CFR-111.77-3, Appliances and Appliance Circuit
- T.C.A. 71-4-501, Operating vending in State and Local Government facilities
- Title 16 Metropolitan Code Ordinance No. BL2007-1374, Regarding sustainable building design standards for new and renovated Metropolitan Government buildings and facilities.

11.1 Table of Appliances

Category 1: Government-Furnished Appliances (Requires approval of General Services on the Maintenance Work Order on-line form)	
Type of Appliance	General Criteria/Issues
Refrigerators, Microwaves, Water Filters, Ice Machines	Government-furnished appliances must meet UL (Underwriters Laboratories) Certification and Energy Star® Standards.
Coffee Services	Government-furnished coffee services include the coffee makers and coffee urns. Each department is responsible for its cups, condiments, stirrers, and coffee.
Task Lights	Task lights are provided with each workstation for individual control and comfort.
Category 2: Employee-Furnished Appliances (Manager Approved)	
Type of Appliance	General Criteria/Issues
Clocks	Must not pose disruptions to the workplace
Lamps	Must not pose disruptions to the workplace
Radios	Must not pose disruptions to the workplace
Fans	Must not pose disruptions to the workplace
Category 3: Appliances Not Approved for Personal Use in a Metro Facility	
Aquariums / Fish Tanks	Griddles
Coffee Pots: Personal/ individual use in employee workstation or office is not acceptable	Hot Plates
Coolers and Small Refrigerators	Heaters / Foot Warmers
Water Fountains	Pop-Corn Markers