



## Administrative Procedures Memorandum

**#: APF 011**

### **Appliances, Home Furnishings and Carpets**

**DATE OF ISSUE:** October 19, 2010

*Revised:* N/A

**MEMO TO:** All Staff

**FROM:** Director of Education

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**PURPOSE: To regulate the acceptance of donated items and the use of small appliances, home furnishings and area carpets in all board facilities. The objective is to promote energy conservation, healthy learning environments and full compliance with safety requirements.**

#### **1. Rationale**

It has been a practice in some schools to accept the donation of home furnishings and appliances, or to have these items brought in by staff for their use in schools. This practice poses several concerns related to the health and safety of students and staff.

Some home furnishings (such as couches, desks, chairs, bookshelves, etc.) add to the combustible load in the rooms. The additional furnishings may obstruct the proper cleaning of the rooms and the egress for fire exiting. Furnishings may also be the home for airborne allergens (mould), insects, and rodents.

There is an increased health and safety risk with the use of small appliances in classrooms. The small electrical appliances would include (but is not limited to) the following: electric kettles, coffee makers, electric hot plates, microwave ovens, space heaters, crock pots, mini fridges, etc. These devices are not recommended by OSBIE for classroom use as they pose a burn/scalding or electrical malfunction hazard.

Appliances and home furnishings are not maintained by Facility Services. In addition, there is a direct environmental impact with the increased amount of energy consumption.

## **2. Appliances**

- 2.1 Small appliances must be removed from classrooms and kept only in areas where there is constant adult supervision and where they are inaccessible to students (i.e. staff rooms). Departmental offices in secondary schools may contain only one set of appliances, as approved by the principal.
- 2.2 Only appliances related to the programming needs of the students will be allowed in classrooms. Proper safety precautions need to be in place.
- 2.3 Appliances that are approved for use in staff rooms, departmental offices in secondary schools, or for programming needs of students must be in good working condition (e.g. cords, plugs, etc.), and must have either CSA or ULC labels and also they must be EnergyStar rated.

It is advised that prior to the purchase of any appliance and or audio visual electronics, the appropriate Board level department (i.e. Purchasing, Media and IT) be consulted to ensure standards are met.

- 2.4 Appliances must not be on moveable carts (such as AV carts), and must not be taken from room to room.
- 2.5 All refrigerators and freezers shall be emptied out before the end of school year annually and unplugged.

## **3. Home Furnishings**

- 3.1 No home furnishings are permitted in our schools without permission. Permission will be granted by the principal who when in doubt will consult the Board Health and Safety Officer.
- 3.2 All existing furnishings (including area carpets, couches, desks, bookshelves, etc.) must be clean, in new condition, without odours and known infestations or they will not be accepted for use in the school and will be removed at school cost.
- 3.3 In the event that students or staff members have allergic reactions which might be attributed to home furnishing material, mould or organisms in the upholstered home furnishings, the principal must notify the Health and Safety Officer.

## **4. Carpet Installation and Replacement**

- 4.1 The acceptable standard for area carpets as defined by Facility Services is Commercial Wear carpet, 950 – 1017 g/m<sup>2</sup> pile weight, 4.0 – 4.8mm level loop pile height, Nylon fibre construction with extra wide edge binding.

- 4.2 Wall-to-wall carpet installations and replacements shall be restricted to library areas (except entrance and circulation areas), offices, music rooms, staff rooms (except kitchen areas) and drama rooms.
- 4.3 All classrooms and portables shall be provided with a fully tiled floor.
- 4.4 Area carpets will be maintained and/or replaced by Facility Services according to the following procedures:
  - 4.4.1 when an area carpet is heavily soiled, it may be removed from the classroom to allow for the floor to be scrubbed and waxed;
  - 4.4.2 the area carpet will be relocated to a central area, cleaned and dried;
  - 4.4.3 a replacement carpet will be provided whenever an area carpet is removed from a school.
- 4.5 All carpet materials shall comply with the Ontario Building Code flame spread and smoke generation limits. Carpet shall meet or exceed these Canadian Flammability regulations: CGSB 4GP-129 and CAN 4-S102.2
- 4.6 In the event that students or staff members have allergic reactions which might be attributed to the carpet material or mould or organisms in the carpet, the principal must notify the Health and Safety Officer.

The WCDSB reserves the right to remove and or amend any appliance, furnishing that is deemed unsafe, or may potentially have a negative impact on the classroom learning environment.