



Appliances, Home Furnishings, and Carpets

Date of Issue: October 2010
Reviewed/Revised: September 2025
Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

To regulate the acceptance of donated items and the use of small appliances, home furnishings and area carpets at all WCDSB sites with a goal of ensuring building occupant safety, promoting energy conservation, and supporting healthy learning and working environments.

REFERENCES:

- [Occupational Health & Safety Act Part III "Duties of Employers and Other Persons"](#)
- [O. Reg. 507/18 "BROADER PUBLIC SECTOR: ENERGY REPORTING AND CONSERVATION AND DEMAND MANAGEMENT PLANS"](#)

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

Appliances

The following protocol shall be adhered to in relation to the installation and use of appliances in all facilities owned by the WCDSB.

1. Only appliances related to the programming needs of students will be allowed in classrooms. Appliances such as, but not limited to, space heaters, microwave ovens, toasters, ovens, kettles, coffee makers, toaster ovens, fridges, water coolers, hot plates, etc., not required for the delivery of curriculum or student needs will not be permitted for personal use in standard classrooms, port-a-paks, portables, personal office spaces, resource rooms, teacher work areas and student club rooms.



2. All other appliances are to be in staff rooms, cafeterias or kitchenettes. Appliances must be maintained in good working condition and must be Canadian Standards Association (CSA) or Underwriters Laboratories of Canada (ULC) approved. They must also be Energy Star certified.
3. Facility Services may limit appliance installation and/or remove appliances if deemed unsafe.
4. Prior to the purchase of any appliance, Purchasing Services should be contacted to ensure approved vendors are used where required (purchasing@wcdsb.ca).
5. Appliances must not be on moveable carts (such as AV carts) and must not travel from room to room.
6. All refrigerators and freezers shall be emptied at the end of school year and unplugged.

Home Furnishings

The following protocol shall be adhered to in relation to home furnishings in all facilities owned by the WCDSB.

- Personal home furnishings are not allowed in classrooms.
- Only furnishings purchased by WCDSB will be cleaned and maintained by Facility Services.

Carpet Installation and Replacement and Area Carpets

The following protocol shall be adhered to in relation to carpeting in all facilities owned by the WCDSB.

1. The acceptable standard for area carpets as defined by Facility Services and Supply Services is 28 oz., no slip back and bordered on all 4 sides. It is advised that prior to the purchase of any area carpets, Purchasing Services (purchasing@wcdsb.ca) be consulted to ensure standards are met.
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.
3. All classrooms and portables shall be provided with a fully tiled floor upon replacement.
4. Only area carpets purchased by WCDSB will be cleaned and maintained by Facility Services.
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
6. In the event that students or staff members have allergic reactions which might be attributed to the carpet material or mold or organisms in the carpet, the Administrator must notify the Health and Safety Officer.
7. Facility Services reserves the right to remove any carpet that is deemed unsafe or may potentially have a negative impact on the classroom learning environment.