



Procedure Number: CS 301

Procedure Title: Residential Appliances on Campus

Relevant Board Policy: C.2.1.2 Open Flames and Portable Space Heaters

Relevant SACSCOC Principle:

Originating Unit: Risk Management

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

- I. Purpose: The purpose of this procedure is to restrict the use of any appliance that produces heat or has a heating element that are not rated, approved, and/or designed for commercial use which can cause potential safety hazards, interruption in operations, and damage to College equipment and/or property by exceeding the intended load capacity of the electrical circuits.

Definitions:

Residential appliance: equipment that is designed to be installed as a unit in a single-family or multifamily dwelling that does not exceed four stories, is directly connected to an electrical circuit, and performs a specific function.

- II. Procedure statement:

The use of residential appliances is prohibited at Northeast Lakeview College except in designated areas for use in an instructional setting.

- A. Prohibited residential appliances include, but are not limited to:
 1. Space heaters
 2. Coffee makers and coffee warmers (if not provided by the College)
 3. Aromatherapy devices (e.g., oil diffusers, wax warmers)
 4. Cooking/Heating equipment, including, but not limited to:
 - a. Woks, hot water pots, and electric kettles.
 - b. Toasters and toaster ovens.
 - c. Crockpots and electric skillets.
 - d. Refrigerators (other than approved exceptions).
 - e. Microwaves (other than approved exceptions).
 - f. Personal grooming devices, such as curling irons, hair straightening combs, and clothing irons.

Approved: Thomas Walker

Title: Vice President of College Services

Jun 30, 2026