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Revised By:	Joshua Graves	Review Cycle/Date:	Annual
Reviewed By:	Fonda Logston	Reviewing Unit:	Enterprise Programs
Title:	Using Personal Appliances in the OMES IS Data Center Standard		
Description:	This document is the operating standard for the usage of personal appliances in the OMES IS Data Center.		

Using Personal Appliances in the OMES IS Data Center Standard

1. General Statement of Purpose
 - 1.1. The purpose of this document is to outline the usage of personal appliances in the OMES IS Data Center.
2. Scope
 - 2.1. This document covers the use of all personal appliances inside the OMES IS Data Center.
3. Discipline
 - 3.1. Administrative Standards
4. Instructions
 - 4.1. Microwaves
 - 4.1.1. There are three areas in the OMES IS Data Center designated for the use of microwave appliances:
 - 4.1.1.1. Room #1022 – First Floor Breakroom
 - 4.1.1.2. Room #2106 – Second Floor Breakroom near Executive Office
 - 4.1.1.3. Room #2045 – Second Floor Breakroom in Long Hallway
 - 4.1.2. The use of a microwave appliance in any other area is prohibited.
 - 4.2. Personal Refrigerators
 - 4.2.1. The use of personal refrigerators is prohibited.
 - 4.2.2. There are refrigerators for employee use in each of the three breakrooms listed above.
 - 4.2.3. There is also a small refrigerator in the Executive Office, which contains beverages for executive guests.
 - 4.3. Heat-Producing Appliances
 - 4.3.1. Heat-producing appliances, such as space heaters, electric coffee pots, and hot plates, are prohibited in personal work areas throughout the building.
 - 4.3.2. The use of heat-producing appliances, such as Crock-Pots, slow cookers and roasters, during special events or group gatherings, must be confined to the breakrooms. For events that require the use of these appliances in conference rooms or other areas throughout the building, prior approval by the OMES IS Facilities team is required.
 - 4.3.3. Employees must have prior approval from the OMES IS Facilities team before bringing personal appliances, such as coffee pots, toasters, etc., into the breakrooms.

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4.4. Non-Heat-Producing Appliances

- 4.4.1. Non-heat-producing appliances, such as radios and fans, are permitted in personal work areas, but must be turned off when an employee is not in their work area, especially in the evenings and weekends.
- 4.4.2. Sound-producing devices should be used with headphones, earbuds, etc., unless the user is in an office, in which case the sound must be quiet enough where the person in the nearest cubicle cannot hear the sound.

4.5. Requesting Approval for Personal Appliances

- 4.5.1. All requests to use personal appliances must be submitted via CRM Case to the Facilities Management provider group. The Director of Enterprise Programs will review these requests.
- 4.5.2. Requests to use personal appliances for a “reasonable accommodation” must be submitted to your primary HR contact.

5. Limitation or Implementation Notes

- 5.1. All personal items brought into the OMES IS Data Center are brought at the employee’s own risk in the event of theft, damage, etc.