

# GENERAL GUIDELINES FOR SMALL APPLIANCES

## PART 1 – GENERAL

- A. The overarching intent of these guidelines is consistent, communal purchases/installation of equipment, requiring plumbing, mechanical, electrical, and/or wall attachment, within office reception spaces; hallways within office suites; open & private offices; and conference rooms.
- B. The basis for these guidelines considers:
  - 1. Marketing and Branding: standards and guidelines.
  - 2. Design Aesthetic: scale and color pallet.
  - 3. Installation: building system capacity.
- C. Small appliances for spaces defined by PART 1A are non-essential enhancements. Installation is subject to lower priority scheduling than maintenance and other project tasks essential for office operations.

## PART 2 – PRODUCTS

- A. Small appliances with metal housings should have stainless steel finish whenever it is an option; unless exception is made in this document.
  - 1. Electric Kettle
  - 2. Keurig
  - 3. Microwave Oven—Stainless Steel
  - 4. Toaster—Stainless Steel (preferred)
  - 5. Toaster Oven—Stainless Steel
  - 6. **Exception:** Mini-Refrigerator—Black
- B. Employee furnished appliances, loaned or donated, are discouraged.

## PART 3 - EXECUTION

- A. For Existing Spaces: College departments are allowed to purchase small appliances themselves if they occupy an existing space. However, consult with the following departments to determine if proposed style and location meets College standards.
  - 1. A **Facilities Management (FM) Work Order Request** is required to determine sufficient electrical power source to handle electrical load.
  - 2. An email to **Purchasing (purch@schoolcraft.edu)** is required for price comparison for best price. Also, to ensure College standards are maintained.

- B. For New Spaces: College departments shall not determine small appliances for purchase without coordination with Construction & Design (DCD).
- C. Student Accessibility to Appliances:
  - 1. Unless there is an established cleaning protocol, small food appliances should not be accessible to student population. Cleaning appliances is not in Facilities Management scope of work.
- D. Hazards: Small appliances have the potential to be fire hazards and attract bugs and/or rodents. Here are the steps to take to ensure the College's safety and security.
  - 1. Have Facilities Management investigate that outlets have the appropriate power supply for the appliance and surrounding electrical load.
  - 2. Have department clean appliances on a regular basis. Food particles attract rodents and insects and are a fire hazard (i.e. breadcrumbs from toaster and/or toaster oven).

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