



Facility Management

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Effective Date: 8/11/16
Policy Number: 07-89

SUBJECT: Capitol Complex use of Small Appliances, Microwaves, and Refrigerators in Office Areas

Compact refrigerators three cubic feet or less; microwave ovens 1,000 watts maximum; and drip, pod, or percolator coffee makers, are acceptable for use in office areas of the Capitol complex. All appliances must be in good condition with safe cords.

An agency may elect to use one refrigerator exceeding the three cubic feet requirement in exchange for the elimination of all other refrigerators within the agency's office space. An agency must receive written approval from Facility Management prior to implementing this option.

Toasters, popcorn poppers, frying pans, warming plates, or other appliances used to cook food are not allowed in areas other than the Capitol Café.

Facility Management reserves the right to request the removal of all appliances in violation of this policy.

A handwritten signature in blue ink that reads 'John Boyle'. The signature is written in a cursive style and is positioned above a horizontal line.

John Boyle
Director of Facility Management

A handwritten date in blue ink that reads '8/11/2016'. The date is written in a simple, blocky style and is positioned above a horizontal line.

Date