

## Personal Refrigerator Guidelines

### A. How to Obtain Permission to use a Refrigerator

1. Request for permission to use a refrigerator must be submitted on [JSRCC Form No. 27-0017](#), Request for Permission to Use a Refrigerator.
2. The request will include an evaluation by the facilities manager to certify that sufficient electrical power capacity is available without causing electrical circuit problems.
3. If the request is approved by the facilities manager, the employee will be notified and asked to sign [JSRCC Form No. 27-0018](#), Use of Refrigerator Acknowledgement Form, stating that they have read and understand the guidelines regarding the proper use of said refrigerator. Once the form has been signed, the facilities manager will authorize the use of the refrigerator.
4. The facilities manager will keep a list of refrigerators approved for use.
5. The college will not issue refrigerators.

### B. Use of a Refrigerator

1. Refrigerators shall be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of six (6) feet.
2. Only one 4.5 cubic feet (or smaller) refrigerator is allowed per room/office or suite.
3. Refrigerators shall be plugged directly into an electrical outlet. Extension cords or power strips are prohibited for use with refrigerators.
4. Improper use of refrigerators will result in the permission to use the refrigerator rescinded and the refrigerator shall be removed from the location.
5. Use of the refrigerator resulting in circuit breakers tripping will result in the permission to use the refrigerator rescinded.
6. Refrigerators shall be cleaned out, defrosted and unplugged before the employee departs for extended breaks, i.e. Spring Break, Summer and Winter breaks, sabbaticals, etc.
7. The employee shall be responsible for damages to Reynolds property as a result of improper use of refrigerators.
8. Refrigerators may not be moved from the location where it was originally approved. A new request must be submitted using JSRCC Form No. 27-0017.
9. Unauthorized moves will result in the immediate removal of the refrigerator.
10. Employees who currently are using a refrigerator must also meet the requirements of this guideline and complete the appropriate paperwork. Unauthorized refrigerators are not allowed to be used and shall be removed by the employee.

**C. Prohibition**

The following are prohibited:

1. the use of any refrigerator that has not been requested and approved by the facilities manager
2. the use of any extension cord or power strip
3. placement of refrigerators in closets or other areas not providing adequate ventilation
4. placement of refrigerators in any means of egress (exit path), or any high traffic area