

BPA Policy 440-92

Appliances in the Workplace

Workplace Services, Equipment and Facilities

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440-92.1 Purpose & Background

The purpose of this policy is to establish requirements for evaluation, acquisition, and installation of approved, government-furnished appliances at Bonneville Power Administration (BPA) workplace facilities and to provide guidance for bringing employee-furnished, and manager-approved appliances into the workplace.

440-92.2 Policy Owner

The Chief Administrative Officer has responsibility for evaluating and proposing revisions to this policy. The Manager for Facilities Operations and Maintenance has responsibility for execution of the policy.

440-92.3 Applicability

All BPA workplaces, including BPA offices and BPA facilities.

440-92.4 Terms & Definitions

- A. **Appliance:** Any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices. However, this policy does not cover requirements for general electronics such as personal computers (PC's), monitors, printers, and related information technology devices.
- B. **BPA workplace:** A BPA office or facility that is operated by BPA for BPA employees and support contractors. The office or facility may be owned by BPA, the General Services Administration (GSA) or another party that BPA has contracted with to provide an office or facility.
- C. **Employee-furnished appliances:** Devices brought into the BPA workplace, such as coffee pots, radios, lamps, clocks, water coolers, fans, etc. (**Note:** Not all appliances are acceptable for installation. See Category 3 in the *Table of Appliances* at the end of this chapter for list of appliances not approved for personal use.)
- D. **Government-furnished appliances:** Shared appliances (such as refrigerators, microwaves, toaster ovens, and coffee services) and workspace appliances (such as task lights), or appliances approved through BPA's Medical Program Manager (MPM) or Facilities Operations as a special accommodation.

440-92.5 Policy

- A. Appliances installed in BPA workplaces must always meet Underwriters Laboratories (UL) safety certification. Appliance installation must comply with the 46 Code of Federal Regulations (CFR), 111.77-3, *Appliances and Appliance Circuits*. Appliances must be suitably installed for the locations and service intended.
- B. Appliances purchased by BPA for use in Federal facilities must conform to the objectives of Executive Order 13101, *Greening Government through Waste Prevention, Recycling,*

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and Federal Acquisition. DOE Energy Star® environmental standards should be met whenever possible.

- C. Installation of any concession (e.g., a coffee service station) must comply with GSA requirements of the *Randolph Sheppard Regulations, 34 § CFR 395.30(a)* which provides that “[b]ind persons licensed by State licensing agencies shall be given priority in the operation of vending facilities on Federal property.”
- D. Evaluation of requests for government-furnished, shared appliances (refrigerators, microwaves, toaster ovens and shared coffee services for designated refreshment areas) is based on the availability and proximity of cafeteria services or other commercial food sources and is situation specific. It is recognized that various facility types will have varying requirements. For example, the requirements of a 24/7 workplace may differ from the requirements of a field facility. Exceptions to these standards will be reviewed on a case-by-case basis.
- E. All government-furnished and employee-furnished appliances are subject to review by Facilities Operations, the Safety Office, or any BPA or contract manager.
- F. Requests for government-furnished appliances are made to Facilities Operations. (See Standards & Procedures, 1031.8.) Facilities Operations uses the principles of employee health and safety, and energy efficiency to determine if appliances meet the criteria. When appropriate, the Safety Office is consulted prior to approval. Field organizations fund, purchase, and install appliances at their locations, after approval from Facilities Operations.
- G. Managers must assume responsibility for any appliance approved for use in their organization. Small personal appliances must not pose potential disruptions to the workplace, such as interference with fire alarm and sprinkler systems, lighting or building power. They must not cause noise pollution, and/or possible odors generated from stagnant water or infrequent cleaning. Examples of personal appliances include radios, lamps, and clocks.
- H. Appliances in Category 3 of the table below are not approved for installation in the BPA workplace. Items such as personal coffee pots, electric coolers, grills, griddles, hot plates, small refrigerators, toaster ovens, microwaves, fish tanks, and water fountains may cause safety or health hazards, significant noise pollution, or potential water damage. Cumulative use of these items may overload building electrical systems and trigger outages. Any installation of a Category 3 appliance requires specific detailed justification and approval by Facilities Operations or the field manager.

440-92.6 Policy Exceptions

Any exception based on medical reasons for placement of unauthorized appliances must meet the standard evaluation process for reasonable accommodation found in *Personnel Letter 9002*, except for personal heating devices, as noted below.

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440-92.7 Responsibilities

Facilities Operations, the Safety Office, or any BPA or contract manager may require the removal of unauthorized appliances, subject to this policy.

- A. **Federal Agencies:** Upon GSA approval, federal agencies, “must provide concession services where building population supports such services and when the availability of existing commercial services is insufficient to meet Federal agency needs.” *41 CFR § 102-74.45, Facility Management.*
- B. **Facilities Operations:**
 - 1. Reviews and approves government-furnished appliances as part of its overall responsibility to provide a safe physical environment for all employees.
 - 2. Provides guidance regarding the appropriateness of any appliance in question.
- C. **Facilities Operations’ Commercial Field Site Representatives:** Monitor appliance installations at commercial field sites and ensure compliance with lease requirements and agreements.
- D. **Chief Certifying Officer (CCO):** Verifies government purchases are legally acceptable.
- E. **The Safety Office:**
 - 1. Performs an inspection if there is any doubt about the safety or feasibility of an appliance.
 - 2. Includes appliances in the workplace in the Annual Safety Inspection Report.
- F. **The Talent Sustainment Manager, Human Capital Management (BPA’s Medical Program):** Approves any equipment or workplace modifications that are provided as reasonable accommodation (Personnel Letter 900-2).
- G. **Organizational managers:**
 - 1. Permit the use, at their discretion, and at all BPA workplace locations, of approved employee-furnished appliances.
 - 2. Assume responsibility for safety compliance.
- H. **Employees:** Acquire their manager’s permission in advance of installation of any appliance brought into the workplace. Employees who have unauthorized appliances may be required to remove them.

440-92.8 Standards & Procedures

The acquisition process for government-furnished appliances at all BPA work sites:

- A. A manager reviews and evaluates the request for an appliance based on business need, cost, and space allowance, as well as fire, electrical, safety, and building requirements, and prepares a brief write-up of the justification for inclusion the Office Services Request Form.

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- B. An organization’s administrative staff completes Office Services Request [Form BPA 1400.04e](#), attaches the justification, and submits the request to Facilities Operations for review and approval.
- C. Facilities Operations, in consultation with the Chief Certifying Officer, determines the appropriateness of the request for an appliance. If a request is denied, Facilities Operations provides the rationale and alternatives that are available.

| Category 1: Government-Furnished Appliances (Require approval of Facilities Operations on BPA Form 1400.04e, Office Services Request.) | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Appliances must meet UL (Underwriter Laboratories Certification, and Energy Star Standards. | |
| <i>Type of Appliance</i> | General Criteria/Issues |
| Coffee Services | Government-furnished services must meet Randolph Sheppard criteria. Employee-furnished and approved services may include coffee pots installed in designated common areas or break rooms. |
| Refrigerators/Microwaves/Toaster Ovens Van Mall Refrigerator Use and Clean-out HQ Refrigerator Use and Clean-out | Approval for designated common areas based on employee access to local food services and space availability. |
| Task Lights | Approved if workstation adjustments are inadequate to serve need. |

| Category 2: Employee-Furnished Appliances (Manager Approved) | |
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| Appliances must meet UL (Underwriters Laboratories) certification and basic safety standards. | |
| Type of Appliance | General Criteria/Issues |
| Bar-B-Q Grills | Acceptable for BPA-sponsored events. |
| Clocks | Acceptable with manager approval. |
| Fans | Acceptable with 6” blade or smaller |
| Lamps | Acceptable with manager approval. |
| Radios | Acceptable with manager approval. |
| Personal Heating Devices | Acceptable with manager approval. |
| Other | Check with Facilities Operations or site manager regarding any and all other electrical devices brought into the workplace. |

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| Category 3: Appliances <u>Not Approved</u> for Personal Use in BPA Facilities |
| Aquariums/Fish Tanks/Water Fountains/Hot Plates |
| Coffee Pots/Cup Warmers: Personal/individual use in employee workstations is not approved. |

440-92.9 Performance & Monitoring

- A. The Safety Office checks workplace appliances as part of its annual inspection.
- B. An inventory of approved and installed, federally provided appliances is kept in Sunflower.

440-92.10 Authorities & References

- A. [Federal Leadership in Environmental, Energy and Economic Performance](#), Executive Order 13514, 74 Fed. Reg. 52,117 (Oct. 5, 2009).
- B. [Greening the Government through Waste Prevention, Recycling, and Federal Acquisitions](#), Executive Order 13101, § 503(c), 63 Fed. Reg. 49,643 (Sept. 14, 1998).
- C. [EPA Guidance on the Acquisition of Environmentally Preferable Products and Services](#), (Aug. 20, 1999).
- D. [Federal Procurement of Energy Efficient Products](#), 10 CFR § 436, Subpart C (2010)
- E. [Regulations to implement the equal employment provisions of the Americans with Disabilities Act](#), 29 CFR § 1630 (2010)
- F. [Randolph Sheppard Regulations](#), 34 CFR § 395.30(a) (2010).
- G. [Facility Management](#), 41 CFR § 102-74.45 (2010)
- H. [BPA Personnel Letter \(PL\) 900-2](#), “Reasonable Accommodation” (Aug. 24, 2001).
- I. [BPA Safety & Health Program Handbook](#), May 2009, Section E, Chapter 2, 1 - 3.

440-92.11 Review

This policy is scheduled for review in 8/10/16.

440-92.12 Revision History

| Version | Issue Date | Description of Change |
|---------|------------|--------------------------------------------|
| | 06-04-15 | Migration of content to new policy format. |

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