


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.05.03</p>	<p>Date Revised: Replaces 9.4.3.3, 10/25/04</p>
<p>Chapter Title ADMINISTRATIVE SERVICES</p>		<p>Date of Issue 01/26/2011</p>
<p>Subject SAFETY – ENERGY CONSERVATION AND ELECTRONIC DEVICES IN COMMONWEALTH-OWNED OR LEASED BUILDINGS</p>		<p>Effective Date 02/09/2011</p>

I. AUTHORITY

The Chairman of the Board is granted the authority to “direct the operations of the Board and fulfill the functions established by the act...indicating organizing, staffing, controlling, directing, and administering the work of the staff.” **61 Pa.C.S. § 6112 (a)(1) & (a)(4).**

II. PURPOSE

In accordance with Management Directive 720.5 Amended, the following guidelines apply to Restricted Electrical Devices and all other Non-Commonwealth Provided Electrical Devices in Commonwealth-owned and leased building.

III. APPLICABILITY

All Parole Board offices located in State Office Buildings, Parole Board offices in Department of Corrections facilities and Parole Board offices in leased buildings.

IV. DEFINITIONS

Common area: A conference room, kitchen area or area designated by the Manager/District Director for people to gather.

Restricted Electrical Devices: Cooking appliances such as coffee makers, microwave ovens, toasters, toaster ovens, grills, popcorn makers. Other items such as hair dryers, curling irons, non-Commonwealth provided space heaters, heating pads, refrigerators, room air conditioners, and all other similar devices.

Non-Commonwealth Provided Electrical Devices: Equipment not owned or provided by the Commonwealth, such as radios, lamps, clocks, fans and all other similar devices. Items approved for disability accommodations and those required by medical necessity and supported by a physician’s documentation.

V. POLICY

None Applicable

VI. PROCEDURE

- A. It is the responsibility of the Manager/District Directors to ensure each office has a designee to ensure compliance with the guidelines set by D.G.S. (Attachment 1). This designee shall establish and maintain an inventory of all electrical devices covered within the Management Directive. This designee shall approve such devices for use within the office, establish and maintain a complete office inventory, ensure the devices are inspected and inventoried annually and forward inventories to the Agency Safety Officer. (Attachment 2).

1. Leased Offices:

In all leased offices, it will be the responsibility of the designee to ensure our office complies with the directive. He/she shall establish an inventory to include approved clocks, radios and lamps. He/she shall ensure each device is UL approved, in good working order with no modifications, no visible damage including the electrical cord and is plugged into an approved extension cord, power strip, surge protector or grounded receptacle.

Refrigerators, coffee pots, toasters and microwave ovens shall be approved in accordance with the guidelines and placed in common areas only. Common areas shall include the kitchen area, conference room or area designated by the Manager/District Director or his/her designee. These devices shall be placed on a non-combustible surface. No device shall be placed directly on a wooden surface. Any discrepancies shall be reported to the Manager/District Director.

Toaster ovens, grills, popcorn makers or any items with a heating element are not permitted in any of our offices.

Permission to use space heaters must be requested through the Office Designee to the Agency Safety Officer. Requests must provide justification. Requests without proper justification will be disapproved and returned to requester. Please note non-Commonwealth provided space heaters must be inspected and approved for use by the Agency Safety Officer. A space heater that is not in compliance with current safety guidelines will be immediately removed.

Any employee that has a special need for any restricted device, which might be covered under the Americans with Disabilities Act, shall submit the Reasonable Accommodation form to the Agency ADA Coordinator for approval.

Space heaters, coffee pots and microwave ovens are high current items. These items shall not be plugged into an extension cord.

2. State Office Buildings:

In the State Office Buildings, the designee shall coordinate with the Building Manager to ensure compliance with the directive. Any discrepancies shall be reported to the Building Manager.

3. Department of Corrections

Offices within the Department of Corrections facilities shall comply with the D.O.C. Policy 15.1.1 Section 20 and coordinate with the Institutional Safety Manager. Any discrepancies shall be reported to the Institutional Safety Manager.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the Chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

A. This procedure does not contain information that impacts the security of Board staff or parolees and may therefore be released to the public.

B. This procedure is to be distributed to all Board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None.

2. State

a. 61 Pa.C.S. § 6112

B. Board Policies

None.

C. American Correctional Association Standards

1. 3-3047

D. Management Directives

1. [Management Directive 720.5 Amended – Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings.](#)

E. Other

1. Department of Corrections Policy 15.1.1, Section 2

Attachment A

Guidelines for Enforcement of Management Directive 720.5 Amended – Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings.

In accordance with Management Directive 720.5 Amended, the following requirements and guidelines apply to Restricted Electrical Devices and all other Non-Commonwealth Provided Electrical Devices in Commonwealth-owned and leased buildings.

General Requirements for All Personal Electrical Devices

- All devices must be UL® (Underwriters Laboratories) tested and approved.
- Devices must be in good operating condition with no visible damage.
- Devices must be plugged directly into a grounded receptacle.
- Use of a device with extension cords, power strips, or surge protectors is permissible only if approved.
- Hair dryers, curling irons, and similar devices must be plugged into ground fault circuit interrupter outlets, as found in rest rooms, kitchenettes, etc.
- Approved space heaters must:
 - Have safety shut-off features, such as tip over switches, etc.
 - Not have glowing elements, but work with low temperature surfaces, such as ceramic or oil filled units.
 - Not burn fossil fuels or alcohol.
 - Not exceed 1500 watt rating.

Requirements for Permitted Restricted Electrical Devices

Toasters, coffee makers, microwave ovens, space heaters, heating pads, hair dryers, curling irons, refrigerators, water coolers, dehumidifiers and room air conditioners and all other similar devices

- Toasters, coffee makers, microwave ovens, and all other similar appliances must be located only in common, designated areas when such areas are available.
- Refrigerators, water coolers, dehumidifiers and room air conditioners must be ENERGY STAR qualified models. Qualified product listings can be found under www.energystar.gov, under the “Products” tab. They may also have the ENERGY STAR mark, which may appear on the appliance, packaging or Energy Guide label
- In facilities managed by DGS, the Building Manager must approve the use of any device in accordance with the above requirements.
- In facilities not managed by DGS, agency managers must designate an approval authority for each facility, which must approve the use of any device in accordance with the above requirements, keep an inventory and forward to the Agency Safety Officer.
- Building Managers and other designated approval authorities should develop approval procedures to implement these requirements.

- Violations of these requirements should be reported to the appropriate agency official.

Requirements for All Other Non-Commonwealth Provided Electrical Devices

Fans, radios, lamps, clocks, and all other similar devices

- In all Commonwealth leased and owned facilities, immediate supervisors may approve all other Non-Commonwealth Provided Electrical Devices, in accordance with the above requirements.
- Immediate supervisors should develop approval procedures to implement these requirements.
- Violations of these requirements should be reported to the appropriate agency official.

Notice and Inspection Responsibilities

- In facilities managed by DGS: **Building Managers** must immediately provide employees with notice of these requirements and guidelines, and thereafter provide such notice at least once annually.
- In facilities not managed by DGS: the **designated approval authorities** (Agency Safety Officer) must immediately provide employees with notice of these requirements and guidelines, and thereafter provide such notice at least once annually.
- In all Commonwealth leased and owned facilities: **Building Managers and designated approval authorities** must conduct periodic inspections, at least twice annually, to ensure compliance with these requirements.
- In all Agency offices: **All employees** are to immediately report appliance defects such as overheating, frayed electrical cord, etc., to their supervisors.

Attachment B

Personal Electronic Devices - Inventory and Inspection

Each office must update and maintain this list throughout the calendar year.

At the end of year, sign and submit to the Agency Safety Officer.

Numbered approval stickers for tagging items will be given to each office.

Office:	Date:
Office Contact:	Phone:
Due Date:	For Calendar Year:

Number	UL approved; check cord etc. ✓	Staff	Device Description
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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Director/Supervisor Signature: _____ Date: _____ Page __ of __