

Date of Issue	November 2022
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Subject	APPLIANCES AND FURNISHINGS
References	APM A5210 – Carpet Installation and Replacement Policy 3140 – Health and Safety Health and Safety Procedure HS 05-07 – Electrical Safety Health and Safety Procedure HS 05-34 – File Cabinet / Shelving Unit Safety
Contact	Manager of Operations

1. Rationale

- 1.1 Furnishings and appliances purchased or brought in by staff or offered as donations for use in schools shall not be accepted due to concerns related to legislative requirements, health and safety, purchasing, maintenance and installation of the materials and items. Unapproved furnishings add to the combustible load in the rooms and may violate sections of the Ontario Fire Code (OFC). Appliances and unapproved furnishings are not maintained by Facility Services.
- 1.2 Unapproved furnishings include, but are not limited to, couches, outdoor furniture, tents, wooden stumps, desks, chairs, bookshelves, etc. The additional furnishings may obstruct the proper cleaning of the rooms and fire egress. Furnishings may also be the home for airborne allergens (i.e. mould), insects and rodents.
- 1.3 There is an increased health and safety risk with the use of small appliances in classrooms. The small electrical appliances include, but are not limited to, the following: electric kettles, coffee makers, electric hot plates, microwave ovens, space heaters, crock pots, mini fridges, etc. These appliances are not permitted for classroom use, as they pose a burn/scalding or electrical malfunction hazard. In addition, there is a direct environmental impact with the increased amount of energy consumption.

2. General

- 2.1 Principals shall ensure that the requirements outlined in this procedure are enforced.
- 2.2 Acceptable appliances and furniture in schools can be found in the documents contained in the Purchasing Department's [Requisition Workbench Catalogue](#), on the StaffWeb. If an alternative item is required, principals shall contact the Purchasing Department.

3. Appliances

- 3.1 Small appliances are not permitted in classrooms and must be kept in areas where there is constant adult supervision, and where they are inaccessible to students (i.e. staff rooms). Departmental offices in secondary schools may contain only one set of appliances, as approved by the principal.
- 3.2 Only appliances related to the programming needs of students will be allowed in classrooms. Proper safety precautions need to be in place.
- 3.3 Appliances that are approved for use in staff rooms, departmental offices in secondary schools, or for programming needs of students, shall be in good working condition (e.g. cords, plugs, etc.), and must have either CSA, UL, or ULC labels.
- 3.4 Appliances should not be on moveable carts (i.e. A/V carts) and should not be taken from room to room.
- 3.5 All refrigerators and freezers shall be emptied out before the end of June.

4. Furnishings

- 4.1 The acceptable standard for area carpets is defined in APM A5210 – Carpet Installation and Replacement.
- 4.2 All furnishings which include, but are not limited to, area carpets, couches, outdoor furniture, tents, wooden stumps, desks, bookshelves, plastic storage towers, etc., that do not comply with the board standards and Fire Code, shall not be accepted for use in the school.
- 4.3 Drapes, curtains, netting, and other similar or decorative materials, including textiles and films, must meet the requirements of CAN/ULC-S109, “Flame Tests of Flame-Resistant Fabrics and Films” as per OFC 2.3.2.1.
- 4.4 Tents or more substantial structures that could obstruct the pattern of water flow from the sprinkler system are not permitted.
- 4.5 Furnishings that do not comply with board standards will be removed from the school at school cost.
- 4.6 Student desks and tables approved and supplied by the board shall not be modified (e.g. surfaces shall not be painted, height of desks/tables shall not be altered using materials other than those manufactured for that specific purpose).

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