



# **Property Management Facilities Services Department**

**Division of Finance and Administration**

## **ELECTRICAL APPLIANCE GUIDELINE**

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**YORK **

# ELECTRICAL APPLIANCE GUIDELINE

## **Purpose:**

To provide guidelines for the use of electrical appliances on York University premises in order to ensure a safe environment for its students, staff, faculty and visitors. This guideline aims to:

- Ensure this commitment is adhered to within all York University buildings.
- Reduce the risk of damage to property and equipment.
- Reduce the number of false fire alarms due to the use/misuse of electrical appliances.

## **Description:**

*An electrical appliance is defined as any item plugged into an electrical receptacle. This guideline does not apply to hardwired equipment inspected prior to installation.* York University permits electrical appliances on its premises, within the limits established in this guideline. Managers responsible for University Facilities must ensure the safe use and location of appliances in their department.

## **Guideline:**

Facility Managers (FMs) or equivalent are responsible for university and individually owned appliances within their department and must ensure they are in good working order and placed in an appropriate location. The use of electrical appliances is permitted, subject to location and specified requirements outlined in [Appendix A: Permitted Appliances](#).

Appliances must comply with the following criteria:

- There is no smoke detection device within the area that may cause a false activation of the fire system.
- Appliances must have an adequate power source.
- Appliances must not impede passageways, as required by Ontario Building Code.
- Appliance cords must not pose a trip hazard.
- Appliances must bear an official electrical safety standard mark or label indicating that the product has been assessed for safety (e.g., CSA or ULC). See the [Electrical Safety Authority: Recognized Approval Marks](#) for a complete list.
- Appliances and associated connections must be in good physical condition.
- The device case must not be cracked, missing pieces, or be otherwise damaged.

- The wiring must be free of splits, cracks, tape, and/or fraying.
- There must be no bent pins on the plug and the plug must not be modified in any way e.g., removed pins or altered wide blade).
- Malfunctioning appliances must be removed.
- Appliances must conform to Energy Star standards (if applicable).

Any appliance not listed in Appendix A must be approved for use by the responsible Manager and a record of such approval must be documented and made available upon request.

The cost of work, materials, damages, and other charges associated with electrical appliances will be the responsibility of the appliance owner. The University will seek reimbursement for the cost of damages or false fire alarm fees from the appliance owner.

### Appendix A: Permitted Appliances

Appliance type	Permitted locations *				Specified requirements
	Office spaces (Individual and shared)	Lunchroom / Kitchenettes	York Apartments **	Undergrad Residence rooms **	
Kettle	Only with approval from FM	YES	YES	NO	YES – with approval from FM or equivalent. Requires automatic shutoff.
Coffee maker	Only with approval from FM	YES	YES	NO	YES – with approval from the FM or equivalent. Requires automatic shutoff.
Small compact fridge	Only with approval from FM	YES	YES	Where allowed by Housing	YES – with approval from the FM or equivalent.
Toaster	NO	YES	YES	NO	Requires automatic pop-up. Must have one (1) metre clearance and no combustibles stored above the appliance when in use.
Toaster oven	NO	YES	YES	NO	Requires a dedicated circuit. Requires automatic shutoff. Must have one (1) meter clearance and no combustibles stored above the appliance when in use.
Microwave	NO	YES	YES	NO	Requires a dedicated circuit.
Large fridge	NO	YES	YES	NO	Requires a dedicated circuit. Provided in York Apartments units.
Hot plate	NO	NO	YES	NO	Requires a dedicated circuit.

					Must have one (1) metre clearance and no combustibles stored above the appliance when in use.
Electric Grill	NO	NO	YES	NO	Requires automatic shutoff.
Space heater	Only with approval from FM	Only with approval from FM	Only with approval from FM	Where allowed by Housing	YES – with approval from the FM or equivalent. Requires a dedicated circuit. Requires automatic shutoff. Must have one (1) metre clearance and no combustibles stored above the appliance when in use. Must be unplugged after use.
Power bar	YES	YES	YES	YES	
Battery charger	YES	YES	YES	YES	
Computer and peripherals	YES	YES	YES	YES	
Printer	YES	YES	YES	YES	
Clock	YES	YES	YES	YES	
Lamp	YES	YES	YES	YES	
Fan	YES	YES	YES	YES	
Air purifier	YES	YES	YES	YES	
Personal stereo	YES	YES	YES	YES	
Television	YES	YES	YES	YES	
Vacuum	YES	YES	YES	YES	
Electric shaver	Washroom use only	Washroom use only	YES	Washroom use only	Must be unplugged and stored after use, except in York Apartments.
Electric hair styling equipment	Washroom use only	Washroom use only	YES	Washroom use only	Must be unplugged and stored after use, except in York Apartments.

\* For the use of electrical appliances in leased spaces (e.g., Food Services locations), refer to the rules and regulations in the lease agreement. Appliance use may be more restrictive in LEED certified buildings.

\*\* For the use of electrical appliances in York Apartments and residences refer to the [Residence Life Handbook](#), the Undergraduate Residence Occupancy Agreement, the [York Apartments Handbook](#) and the York Apartment lease agreement.