

Personal Appliance Policy

The use of **personal** appliances such as space heaters, coffee pots, hot plates, fans, microwave ovens, refrigerators, and similar devices pose a significant risk of fire at HudsonAlpha. The risk can be controlled and avoided by not using the devices in the Institute. Additionally, the use of space heaters upsets normal operation of building HVAC systems causing uncomfortable conditions for other occupants.

Appliances such as coffee pots, microwave ovens and similar devices have been provided in designated locations throughout the facility for employee and tenant convenience.

The use of personal appliances as identified above, except for emergency use as noted below, is prohibited for fire safety and occupant comfort reasons.

During the heating season, temperatures are set to maintain occupied spaces at HudsonAlpha between 70 and 74 degrees. If you have temperature concerns, please use the work order email address, facilities@hudsonalpha.com to report any problem(s). If it is determined that equipment has malfunctioned and does not allow the building HVAC system to provide temperatures in this range, HudsonAlpha supplied and approved space heaters will be provided while the heating system is being repaired.

Any request for additional appliances, whether personal or company owned, must be submitted to HudsonAlpha Operations department for review and approval.