

# IRVING ISD APPLIANCE GUIDELINES

In alignment with our Mission, Vision, and Goals, the District is committed to providing a learning environment whereby we model conservation and environmental stewardship for our students, staff, and guests. Our sustainable practices will extend beyond our own homes and into our schools and places of work. The Irving ISD is taking a bold step to implement a plan designed to reduce its energy consumption and overall carbon footprint; we are also responding to the current economic downturn affecting the level of funding provided by the State of Texas.

The District Appliance Guidelines are a first step toward greater goals and expectations for the new standard of facility operation in the Irving ISD. All students, staff, and guests will be a participant in the process of conserving energy and our natural resources. District leaders and administrators have a responsibility for ensuring that established guidelines are followed. Facilities Services will support every campus in its pursuit to create a system of conservation, sustainability, and functional efficiency.

The District has created guidelines that are to be followed on every campus. As such, the following guidelines have been provided for you to distribute to staff members on your campus:

## Approved Appliances for Classrooms and Offices

- Dorm Type Refrigerator (3 cubic feet or smaller with an Energy Star usage rating of 250 kWh/yr or lower) <https://www.energystar.gov/productfinder/product/certified-residential-refrigerators/results>
- Microwaves are no longer approved, except in approved locations (teacher's lounge or workroom).

The following are allowed with out a permit:

- Portable Digital Audio/CD Player/Radio
- Clock/Radio
- Weather Radio
- Desk Clock
- Electronic Picture Frame
- Adding Machine/Calculator
- Electric Pencil Sharpener
- Electric Stapler
- Desk Top Fan (12 inch diameter or smaller)
- Charger for Portable Computing Device (unplug when not in use)
- Charger for Portable Communication Device (unplug when not in use)
- Air purifiers with a Clean Air Delivery Rate (CADR) of 350 and lower
- LED desk lamp

### Prohibited Appliances for All Areas

Any device or appliance classified as a “resistive heat device.” This includes, but it is not limited to, the following:

- Microwaves
- Electric Space Heater
- Gas Space Heater
- Toaster Oven
- Toaster
- Hot Plate (Single or Multi burner)
- Electric Griddle or Fry Pan
- Electric Wok
- Hot Water Boiler
- Coffee Maker
- Coffee Cup Warmer
- Potpourri Warmer
- Electric Water Dispenser
- Electric Candle Warmer
- Electric Candle
- Scented Oil Warmer
- Scented Plug-In Air Freshener
- Incandescent Bulb Type Lamp
- Incandescent Bulb Type Holiday Lighting
- Lava Lamp
- Electric Blanket
- Electric Heating Pad
- Electric Foot Warmer

### Any other electrical appliance, tool, or device not supplied by the District.

The District will perform random inspections to ensure compliance with these guidelines. During these inspections, any non-conforming refrigerator and/or other device will be identified with notice provided to the room occupant. Prohibited appliances will be removed and discarded.

### Notice and Consequences

1st notice – A warning notification will be issued to the room occupant. The room occupant will have seven days to remove the appliance.

2nd notice – The building principal and room occupant will be notified of failure to comply with District guidelines. The room occupant will have five days to remove the appliance.

3rd notice – The building principal and room occupant will be notified and given two days to remove the appliance. Failure to comply will result in confiscation by the District and all contents will be discarded.

When a non-conforming appliance is removed by the District during the school year, the owner will have three days to arrange pick up with the Energy Management Department and pay a \$10.00 processing fee. The appliance will not be permitted in any district facility during this school year. If the appliance is not picked up within the three days, it will be disposed of by the District without compensation to the owner.

Any appliance supplied by the District for support of instruction, health, and/or athletic activities will be exempted from these guidelines. These exempted appliances must be approved by the Energy Management Department. Please note that staff breakrooms and workrooms may have a coffee maker, microwave (s), and large refrigerator.

The Irving ISD appreciates the support and cooperation of all employees to assist in creating an environment that promotes safe, efficient, and environmentally responsible practices designed to reduce expenditures and create additional employment opportunities. All questions regarding these guidelines should be directed to [Appliance@irvingisd.net](mailto:Appliance@irvingisd.net).

# IRVING ISD APPLIANCE PERMIT

The Irving ISD Energy Conservation and Management Plan requires employees to obtain a permit for approved appliances. The school year permit is for teacher workdays each school year. A summer permit may be obtained by teachers and staff associated with summer school activities.

The Irving ISD Energy Conservation and Management Plan requires employees to purchase a \$40.00 per school year or \$25.00 per semester permit to pay for the energy consumed by an approved appliance. The school year permit is for teacher workdays. A \$20.00 summer permit may be obtained by teachers and staff associated with summer school activities.

All permits will be coordinated through the campus administration office with school year and first semester applications due by Friday, September 20, 2024. Second semester applications are due by Friday, January 10, 2025. Summer applications are due by Friday, June 6, 2025.

Any approved appliance is scheduled to have a 2024-2025 permit affixed to the appliance no later than October 31, 2024, for the school year or first semester. Second semester permits will be affixed to the appliance by January 31, 2025.

- All appliances will be removed from the campus by June 2, 2025.
- Applicant must inform the Energy Management Department at [Appliance@irvingisd.net](mailto:Appliance@irvingisd.net) if the appliance is moved to a different location within the district.
- For special needs or extenuating circumstances, i.e. a medical condition requiring a specific appliance, please contact the Risk Management Department.

Complete the following application and return to:

**YOUR BUILDING SECRETARY**

For questions contact :

[Appliance@irvingisd.net](mailto:Appliance@irvingisd.net)

## APPLIANCE PERMIT APPLICATION 2024-2025

Campus Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Room Number \_\_\_\_\_ Appliance Type \_\_\_\_\_

Check one – School Year \_\_\_\_\_ 1st Semester \_\_\_\_\_ 2nd Semester \_\_\_\_\_ Summer \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_

## **Appliance Permit Payment Procedures**

1. Staff member brings permit application and payment to building secretary for processing. A copy of the permit application should be placed on the appliance.
2. Applications are sent in bulk to the Energy Management Department on Monday, September 30, 2024, for entire year permits. All applications must be turned in to the building secretary by Friday, September 20, 2024.
3. Energy Management issues permits.
4. We will also issue 2nd semester permits in January with applications due to the building secretary on Friday, January 10, 2025. Summer applications are due to the building secretary on June 6, 2025.

The District will accept checks or money orders. Cash, credit and debit cards will not be accepted and payroll deduction will not be available. No refunds will be provided.

A receipt will be provided electronically.

For specific questions and/or concerns contact:

Sammy Andrews

Director of Facilities and School Support Services

sandrews@irvingisd.net

(972) 600-5110

or

Rocio Griffin

Administrative Assistant to the Chief of Administrative Services

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(972) 600-5103