

Can Do



- ALL teachers' lounges have been updated to provide proper storage in refrigeration, microwave use, commercial grade coffee makers and/or commercial grade Keurig, and hot water dispensers.
- Power strips are allowed; however, they have to be directly plugged into a wall and cannot be plugged into another power strip.
- The classrooms that will be allowed to have certain appliances will be:
 - Designated Science classrooms
 - Alternative Daily Living programs
 - Family and Consumer Science classrooms
 - Designated areas in Head Start (required by law)
 - Nurse's office
 - RSHS Athletic trainer office
 - Approved and designated conference rooms
 - Concession stands
 - Health rooms – FF&V Grant
- All appliances must be approved by maintenance. If an appliance has been approved by maintenance to be in the designated rooms specified above, it cannot be plugged into a power strip, it must be directly plugged into a wall. Before an appliance goes into a room, it must first be dropped off to maintenance (the facility shop next to the Central Administration Building). A SchoolDude work order must be attached so that it can be approved and tagged. (Tagged simply means identified as an appliance approved by maintenance.) Maintenance will deliver the item back to the specified location indicated on the SchoolDude work order upon approval. *See SchoolDude instructions below.
- Fans and heaters are allowed in the classrooms; however, they shall be approved by an OSHA approved testing agent. ALL fans and heaters that are approved and have been tagged by maintenance have to be plugged directly into the wall. To have a fan and/or heater considered for approval, drop the item off to maintenance (the facility shop next to the Central Administration Building) before taken to the school with a SchoolDude work order attached so that it can be approved and tagged. Maintenance will deliver the item back to the specified location indicated on the SchoolDude upon approval. *See SchoolDude instructions below.
 - An on-line catalogue, www.uline.com , or www.grainger.com , provide a sample of approved fans and heaters. They **DO NOT** need to be ordered through these catalogues, but this will provide the approved product specifications.
- Electronics can be plugged into a surge protected power strip.
- Teacher desk lamps shall be approved by appropriate testing agents as well as by facilities. Any lamp must be dropped off to maintenance (the facility shop next to the Central Administration Building) before taken to the school with a SchoolDude work order attached so that it can be approved and tagged. Maintenance will deliver the item back to the specified location indicated on the SchoolDude upon approval. *See SchoolDude instructions below.
- Personal items may be approved by the District but will not be repaired/replaced by the District.

**ALL *approved* appliances will have a tag from facilities. Do NOT remove the sticker.

Cannot Do: (This list can and will change as codes change.)

- Nothing can be hanging from the ceilings as per fire code (International Fire Code 703.3 – Ceilings)
- Ceiling tiles cannot be painted per fire code (International Fire Code 703.1 – Fire resistant rating; 803.5.1 – Textile wall or ceiling coverings). Any painted tiles will be replaced by the District.
- Extension cords cannot be repaired or altered.
- DO NOT remove the grounding plug on a three-prong plug. If a prong is missing, please complete a SchoolDude work order.
- No refrigerators, coffee makers, microwaves, wax fragrance warmers, plug in fragrance warmers, candles, diffusers, blenders, ninjas, smoothie makers, or submersible water heaters are allowed in the classrooms (exceptions listed above).
- No scent emitting products at all with the exception of the odor counteractant provided by the District. Please ask your custodial staff.
- No fans and heaters (unless approved by appropriate testing agents as well as by facilities).
- Heaters are not allowed under desks unless it is rated and approved as an under the desk heater.
- If you alter anything that is purchased or after it has been approved through facilities, it is no longer OSHA compliant and needs to be removed.
- Lamps cannot be used as a substitute to the classroom lighting as per state design electrical guidelines. The guidelines state students must have a minimum of 40 lumens at the desk top.
- DO NOT remove the approved facility tag and do not alter the appliance after approval or it is no longer OSHA compliant and will have to be removed from the classroom.
- DO NOT bring furniture from home to put in the classroom.

***If in question please do not assume, ask first.**

SchoolDude Instructions

SchoolDude Website: <https://login.myschoolbuilding.com/msb>

If you have logged into SchoolDude before and do not remember your password, click the Forgot Password link.

If you have never logged into SchoolDude, you will need to create an account by filling in the information under register here on the page above.

Account Number: 1039913984

First Name

Last Name

Phone number: your building/department phone number

Email Address: your district email address

Password

If you experience difficulties signing into SchoolDude, open a help desk ticket and the IT department will be able to assist you.