

APPLIANCE POLICY

I. Policy Section

12.0 Building and Sites

II. Policy Subsection

12.2 Appliance Policy

III. Policy Statement

This policy and its supporting processes provide the standards and procedures governing the selection, acquisition, installation, use and removal of appliances at Grand Rapids Community College (“GRCC”).

IV. Reason for the Policy

The GRCC Facilities Department is responsible for facilitating the selection, acquisition, and installation/removal of all appliances on the GRCC campus. Appliances are reviewed and recommended that best meet the following criteria and standards:

- Energy Efficiency (Energy Star certified appliances preferred where applicable)
- Functionality
- Durability
- Warranty
- Campus design consistency
- Cost-effective

This policy applies to all appliances used by GRCC faculty and staff, regardless of location or funding source. Appliances used in the Secchia Institute for Culinary Education and GRCC Food Service Providers (e.g. Creative Dining) are excluded from this policy.

V. Entities Affected by this Policy

Employees
Budget Control Officers

VI. Who Should Read this Policy

Budget Control Officers
All GRCC employees

VII. Related Documents

11.15 Purchasing Policy
11.7 Disposal of Surplus, Used and or Obsolete Furniture & Equipment Policy
Procurement Card Agreement

VIII. Contacts

Executive Director of Facilities
Facilities Building Managers
Director of Purchasing
Procurement Specialist

IX. Definitions

Appliances covered by this policy include the following items: Microwaves, stoves, refrigerator/freezers (w/o ice maker & water dispenser), dishwashers, coffee makers, and toasters. All other appliance purchases with college funding are prohibited.

Personal and/or donated appliances (microwaves, coffee makers, and toasters only) are subject to Facilities Department inspection and approval prior to GRCC use. Please contact the Director of Facilities to arrange an inspection.

X. Procedures

A. The Facilities Department, in partnership with the Purchasing Department and the internal customer, is responsible for the selection process for all appliances.

B. Departments can purchase appliances with department funds, but all purchases must be processed through the Facilities Building Managers to ensure uniform standard and quality. Departments and individuals should not contact third party vendors without Facilities and Purchasing endorsement.

C. Appliance purchases will be supported in building common areas where full and/or multiple departments gather for breaks, lunches, etc. Purchases will not be supported for individual departments where similar appliances are within close proximity. Any exceptions require the approval of the Purchasing Director and Executive Director of Facilities.

D. In order to maintain an accurate inventory of appliances, the Facilities Department must be contacted for all appliance moves. Employees may not disconnect, re-position or otherwise move stationary appliance items.

E. Use of personal appliances, including portable electric heaters, must first be approved by the direct supervisor and the Executive Director of Facilities before the item may be used on campus. The Facilities Department will not be responsible for any related costs or maintenance.

XI. Forms

[Appliance Request Form](#)

XII. Effective Date

March, 2019 (New)

XIII. Policy History

New policy needed to address appliance procedures.

March, 2023: minor formatting and contact information changes.

XIV. Next Review/Revision Date

March, 2027