

Request for Approval to use Small Appliance

Date of request: _____

Requestor's Name: _____

Cubicle: _____

PART 1 To be completed by requestor

I am requesting approval to use the following small appliance in my cubicle:

Dehumidifier

Humidifier

Fans

Other specify: _____

Please provide the following information regarding the appliance:

Serial #: _____

Make: _____

Model: _____

Amps required: _____

Age of item: _____

Describe any security features this item may have i.e. auto shut off etc...

Please provide justification for this request i.e. why do you require this appliance in your cubicle?

Signature of requesting employee

PART 2 To be completed by accommodations officer

This item has been reviewed and is considered to be safe for the office and will not interfere with building electrical requirements.

I have verified with the building operators and they have no concerns about this item being used. I have considered all other electrical items currently being used in the office that are drawing on the power supply and that might affect the use of another small appliance (i.e. clock radios, computers, chargers for cells and blackberries etc.)

Yes

No

The item is approved for use in the individual's cubicle:

Yes

No

Signature of accommodations officer

Date of approval/non approval

Comments:

PART 3 Approved item

I understand that my appliance has been approved for use and that I am responsible for ensuring its proper operation. If I find the item to be defective or that it is not functioning at its optimal capacity I will immediately remove it from use. I understand that the office is not responsible for the operation of this item, or any damage, loss or theft that may occur while the item is in the office.

Signature of requestor

Signature of Accommodations officer

Date

Date

Sticker has been applied to the item: Yes

Date applied: _____

PART 4 Non-approved items

Reason for non-approval:

I have briefed the requestor regarding the reasons for non-approval of the item.

This request is closed:

Signature of Accommodation Officer

Date of briefing