

## | Campus Sustainability Office

### APPENDIX C: Specific Guidelines on the Use of Electronic Equipment and Appliances

1. Audio | Visual and Other Electrical Instructional Equipment
  - 1.1. Last person in the room is encouraged to switch off AV equipment and other electrical instructional equipment if it will not be used for more than an hour.
  - 1.2. In-between classes, these may be left open, ready for use by the next teacher. For reference, class schedules are posted in the classrooms.
  - 1.3. At the end of the day, the last person to leave the room is requested to switch off and unplug the AV equipment.
2. Specialized Tools and Laboratory Equipment
  - 2.1. Personnel using/handling these tools and equipment should be oriented / trained on the proper handling and efficient use of the equipment.
  - 2.2. They should also be accorded with Personal Protective Equipment (PPE) as prescribed by the manufacturers whenever necessary.
  - 2.3. Proper preventive maintenance and care should be undertaken to ensure the proper and efficient functioning of the equipment as well as to prolong its useful life.
  - 2.4. Extra care and precaution should be undertaken in using high-powered tools (e.g. power drills, chainsaws etc.) and equipment (e.g. equipment that make use of nuclear technology, research lab equipment, etc.).
  - 2.5. Tasks should be scheduled accordingly

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- 4.2. Water dispensers, especially those that are issued by outsourced water suppliers should be properly documented by the Inventory Management Office and the Security Office. Offices and work areas shall be responsible for the safe and efficient use of these appliances. They should request the outsourced water suppliers to conduct weekly cleaning as well as to replace defective units.
5. Small Appliances
  - 5.1. The University shall regulate the use of small appliances on campus (e.g. rice cooker, coffee maker, oven toasters, microwave ovens, flat irons, personal TVs). Some of these appliances especially those used for cooking may trigger the fire alarm systems in some buildings.
  - 5.2. The Administration shall approve the use as well as designate common areas (e.g. faculty lounge) where the community may use these household and kitchen appliances.
  - 5.3. Only offices that conduct regular and frequent meetings may be allowed to use some household and kitchen appliances, subject to the approval of the office of the VC for Administration. These appliances may be located in areas designated as lounges for use by employees.
  - 5.4. Exempted from this are the specific laboratories that require the use of such as well as the different canteen concessionaires of which guidelines and policies as indicated in their contracts shall apply.