

## MODEL HOUSE RULES

### **Adopt House Rules on Safe Use of Personal Appliances**

The following Model House Rules were developed with the help of Massachusetts-based risk management expert William Granahan. Be sure to review these house rules with your attorney before adopting them for use at your site.

#### **SAFE USAGE OF AIR CONDITIONERS, FANS, AND HEATERS**

If you use your own air conditioning unit, portable fan, or heater in your unit, you must follow these safety rules:

1. Inform management about any air conditioner, fan, or space heater you plan to use in your unit.
2. Use only devices that are safety tested and approved. You may not use any air conditioner, fan, or space heater that has not been approved by an independent testing laboratory such as the Underwriters Laboratories (UL). Check the device for the label of approval or consult the accompanying product literature.
3. Locate the devices safely away from anything that could catch fire. Keep the devices at least three feet from furniture, carpeting, bedding, curtains, papers, and other flammable items. People and pets also should be kept a safe distance away.
4. Follow the manufacturer's instructions for setup and use. Read all instructions before using the device and keep them handy for future reference.
5. Plug your air conditioner, fan, or heater into an appropriate outlet. These items should be plugged into outlets that can carry the required voltage. They should not be plugged into outlets with multiple devices or into power strips. Follow the manufacturer's guidelines and consult with our maintenance staff if you have questions about this.
6. Do not leave your air conditioner, fan, or heater unattended. If you must leave your unit while the item is in use, turn it off and unplug it. Do not leave young children or pets alone around these items.
7. Inspect your devices regularly. Check for conditions that could pose a safety hazard, such as frayed or worn wires, malfunctioning switches, and broken legs or supporting structures. If you find any of these, discontinue using the item.