



Date: 5/5/2020
To: All Staff
From: Dennis LaPorte, Director of Facilities and Building Operations
RE: Personal Appliance Use and Registration

It's that time of year again and I wanted to ensure that everyone has a clear understanding of the policy for personal appliances.

School Year Staff: All appliances must be removed at the end of the school year. This includes all appliances that were shared as "common use". Fish tanks and other animal or insect containers must also be removed. All appliances and food items left in the building will be discarded as part of the summer cleaning process. We will not store your appliance or food until you return. Only SDOL owned appliances are allowed to remain. No exceptions!

If you wish to bring the appliance back for the upcoming school year it needs to be registered and the yearly use fee paid BEFORE you bring it to your building. The [Appliance Use Request Form](#) can be accessed from the intranet at: Facilities/Documents/District wide information. Failure to register the appliance before bringing it to the building will result in an additional administrative charge being assessed along with the yearly use fee. Unregistered appliances found in buildings during the school year will be removed and discarded without warning.

Appliances are registered at the Office of Facilities during normal working hours of 8:00AM -11:30AM and 1:30PM-4:00PM.

Full Year Staff: To re-register your appliance you will need to fill out the appliance use form found on the intranet at Facilities/Documents/District wide information. Bring the completed form along with the yearly fee to the Office of Facilities to complete the registration process.