

***Use of Personal Electric Devices on Agency Premises***

***Request Form***

**Sanilac CMH supports the benefits of a comfortable and welcoming work environment for both staff and individuals served. We understand creating an inspiring workspace may include bringing personal electric devices from home for use at the Agency.**

**Personal electric devices are defined as electric heaters, fans, Keurig, diffuser, air purifier, radio, etc. This is not an inclusive list but just provides examples.**

**To aid in ensuring that required parameters are understood and followed with personal electric devices, to make sure outlets are not overloaded, and items are appropriate for the workspace; employees are required to request use of their own electric devices in their work areas. Use of any personal electric devices require prior approval from their supervisor by completion of the form below.**

**Approved devices are required to be used respectfully and responsibly. Responsible use of devices includes, but is not limited to, turning off devices prior to exiting for the day and plugging higher amp drawing devices directly into the wall (i.e. space heaters cannot be plugged into power strips). Many employees are in shared areas, and it is expected that employees respect others that are in close working proximity when using their devices, i.e. temperature, noise, and smells. Failure to adhere to these requirements may result in revoking or suspending privileges of use on site.**

**The Agency will not purchase devices that are not required for day-to-day operations. The Agency is not liable for damaged or stolen personal belongings that are brought on site.**

**Name:**       **Date:**

**Device site & office location:**       **Supervisor:**

**Device(s) requested:**       **Reason/Use:**

**Supervisor Comments/Requirements:**

**Approved:** [ ]  **Yes** [ ]  **No Supervisor Signature:**

**\*Send completed forms to HR Manager.**