A friendly reminder to all staff to ensure your personal appliances are registered.

All personal appliances brought into District buildings must be registered regardless of the intended use. Common use or curriculum based use appliances must have Principal or Director approval prior to being brought into the building. Principals and Directors must provide room numbers of all common areas and curriculum use appliances in their building.

Appliances in need of registration will be checked at the Facilities office for safety and acceptability. If you cannot bring the appliance to the Facilities Office then a $5 administrative fee per appliance will be charged to have one of our supervisors inspect and tag the appliance at the building. Full year staff do not need to bring appliances in to Facilities but are still required to register them and pay applicable fees. Appliance use forms and fee information can be found on the intranet.

Appliance surveys are conducted twice yearly and all non-compliant appliances will be removed and discarded without notice.