



**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 in order to ensure the efficient and maximized use of such tools.
- 2.6. Tools should be unplugged and stored away from the reach of students when not in use.
- 2.7. Fume hood sash shall be closed when it is not in use.
- 2.8. All laboratory equipment shall be switched off when not in use.
- 2.9. Specialized equipment particularly those in laboratories should be used solely by designated/authorized personnel as identified by the governing office/unit concerned.
- 2.10. Licenses and special permits should be properly applied for and regularly renewed to ensure compliance to government laws and regulations.

**3. Personal Computers, Printers and Laptops**

- 3.1. The University shall consider energy efficiency features when purchasing IT equipment (e.g. CPUs, monitors, printers and scanners).
- 3.2. Users of personal computers are encouraged to switch on the power saving features of their computers. Computer monitors should be set to automatically turn off after 5 minutes of inactivity. Likewise, personal computers shall be set to automatically switch to sleep mode after 1 hour of inactivity.
- 3.3. Printers shall be set to automatically switch to sleep mode after 1 hour of inactivity and shall be switched off and unplugged at the end of the day.
- 3.4. At the end of the day, everyone is encouraged to pull off the plug of all IT equipment to include monitors, AVRs, printers and scanners. Should the system be plugged into an *uninterrupted power supply (UPS)*, kindly switch off the UPS but do not unplug.

**4. Water Dispensers and Electric Water Heaters**

- 4.1. The prudent use of hot-and-cold water dispensers and electric water heaters (hot air pots) should be observed by all members of the Lasallian Community. As a general rule, when these are not being used, these should be switched off. Last person leaving the room should pull off the plug at the end of the day



## Campus Sustainability Office

- 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.