



**Environmental Health and Safety
Fire and Life Safety & Emergency Preparedness
Guidance Document**

Title: Environmental Health and Safety Process for Parties in Break Rooms

Original Date: June 15, 2005

Section: Fire and Life Safety

Number: 1

1. Scope

The guide is intended to promote fire safety and acceptable air quality in break rooms within The University of Texas Health Science Center at Houston buildings

2. Purpose

The purpose of this document is to establish University procedures in regards to break room fire safety and to promote better air quality. This document was created to protect University employees and property from harm. This also includes occupant comfort with regards to indoor air quality. Specific items are not allowed in break rooms due to their potential to cause odors or start fires.

The University break rooms are available for employees, staff, students and residents. The University of Texas Health Science Center at Houston acknowledge the importance of break rooms. However due to design limitations, break rooms do not have the required ventilation or fire suppression features to be a full use kitchen. Items specifically prohibited in break rooms include:

- Heat-producing electrical appliances are not permitted in offices or break rooms. This includes toaster ovens, griddles, George Foreman Grills, or hot plates.
- Alcohol lamps, sterno warming fluid, oil lamps, fireworks, flammable or combustible materials such as gasoline, kerosene, lighter fluid, charcoal products, or similar substances are not permitted in any break room.
- Candles are not permitted anywhere on campus. If a candle cannot be easily removed from its holder/container/receptacle, all parts will be confiscated and disposed of.
- No Barbeque pits, grills, camp stoves, or open flame appliances are permitted.
- Fryers or hot oil containing cookers are strictly prohibited.

These items will be confiscated and disposed of immediately on the first violation

The Specific items that are allowed in break rooms include:

- Coffee makers with a thermostat and in line fuse
- Iced Tea Makers with a thermostat and in line fuse
- Hot Air Popper with a thermostat and in line fuse, no reservoir for heating butter or margarine
- Tea Kettle with a thermostat and in line fuse and a restricted spout opening
- Microwaves
- Refrigerators

Approval Process

To get approval for any other items not specifically listed in this guidance document or for the approval of special events, please contact Environmental Health & safety at (713) 500 - 8100