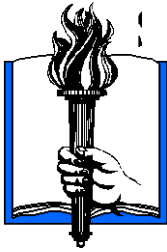


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Appliances Furniture and Care of Classrooms	Descriptor No: AD STU25	Effective Date: 6/07
Revised: 2/08; 6/08; 2/14; 7/15; 7/19		

1 The use of any appliance, other than a microwave, refrigerator, or those of an educational nature
2 (experiments), is prohibited inside any classroom belonging to or being used by Murfreesboro
3 City Schools. This pertains to but is not limited to coffee pots, candle warmers, hot plates,
4 lamps, and toaster ovens. The use of plug-in room air fresheners is prohibited.

5
6 Upholstered furniture including fabric, leather, and imitation leather is not allowed in
7 classrooms. Such furniture is prohibited for four primary reasons: (1) lice, (2) difficulty of
8 cleaning from body fluids, grease, ink, etc., (3) limited mobility of the furniture, and (4)
9 fireproofing.

10
11 If a teacher does choose to have a microware and/or refrigerator in his/her classroom, it is that
12 teacher's responsibility to clean and maintain those personal items. To assure the safety of the
13 teacher and students, cleaning should occur on a daily and weekly basis.

14
15 Maintenance technicians will not maintain any personal item in a teacher's classroom. This
16 pertains to but is not limited to microwares, refrigerators, and furniture (brought in by the
17 teacher).

18
19 Extension cords must never be used with any classroom appliance. A power strip or surge
20 protector is the only allowable means of power source extension. Power strips and surge
21 protectors must never be plugged into another power strip or surge protector (daisy-chained). If
22 this isn't possible, the building administrator can submit a work order for permanent wiring.

23
24 Any painting of school property (shelves, walls, etc.) must be approved by the Director of
25 Schools and done by MCS Maintenance Department.

26
27 No duct tape, cellophane tape, or hot glue should be used on carpet, shelving, walls, or furniture.

28
29 Board Related Policy 3.700