

**Department of General Services  
Bureau of Facilities Management  
Crock Pot Policy  
Effective – October, 2006**

Requests for use of crock pots during SECA related activities and holiday parties may be submitted for approval using the following procedure:

- 1) Request must be submitted in writing at a minimum of five work days in advance of event.
- 2) Requesting agency must specify the location they are requesting event to be held, the number of crock pots being requested for use, the date of the event and the length of time the crock pot will be used. Request must be submitted on the 'Request to Use Crock pot' form to the Building Manager
- 3) The Building Manager will be responsible for contacting the Electrical shop and have them review the request, visit the area with the customer and the building manager and give approval/disapproval specifying the number of crock pots that may be used. It is critical that this step be followed in order to avoid tripping breakers.
- 4) Other than the SECA lunches being held in a building lobby, crock pots will be placed in kitchen areas or refreshment areas. If a kitchen or refreshment area is not available, the building manager may designate an area where the crock pot may be placed.
- 5) The Building Manager must visit the area after the time period of request has ended to ensure that the crock pots are disconnected and removed.
- 6) Any requests made for the holiday season will be limited to the last two full weeks before the holiday. .