

OPEN FLAMES POLICY

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.12 Open Flames

III. Policy Statement

This policy is written to provide guidelines for the allowable use of materials producing open flames or fragrances (scents) in office or work environment

IV. Reason for the Policy

This policy is written to clarify Grand Rapids Community College's position related to products such as candles and incense that may cause an undue fire hazard or create work environment discomfort for students and/or employees.

V. Entities Affected by this Policy

Employees, students and visitors to the College campus.

VI. Who Should Read this Policy

Employees, students and visitors to the College campus.

VII. Related Documents

Policy 11.9 – Energy Conservation

VIII. Contacts

Policy Owner: Executive Director of Facilities
Executive Director of Financial Services

IX. Definitions

Open flames – devices that create an open flame and increase the risk of fire hazards. The primary examples of these devices are candles or incense burners that are becoming increasingly prevalent in the work and office environment.

X. Procedures

- A. The College prohibits the use of open flames in offices, classrooms, or other work environments.
- B. The only exceptions to the above are:
 - 1. Use of equipment that causes an open flame, such as torches, lab use burners, and kitchen equipment, that is strictly controlled in an academic or maintenance setting.
 - 2. Use of candles for decorative purposes during banquets, receptions, or similar functions at the following locations only:
 - i. Ford Fieldhouse,
 - ii. Applied Technology Center
 - iii. Student Community Center
 - iv. McCabe-Marlowe House
 - v. Thompson and Tassell MTEC's
 - vi. Sneden Hall
 - vii. White Hall
- C. Requests for exceptions should be made to the Executive Director of Facilities.
- D. When candles are used pursuant to this section, the following procedures must be adhered to:
 - 1. Candles must be housed within a glass jar, a hurricane container or within other non-flammable containers.
 - 2. Candles must be placed on a non-flammable base.
 - 3. There may be no paper or other flammable material within two feet of the candle (even if the devise is in an appropriate container).
 - 4. Candles may not be left unattended while burning.
 - 5. Candles may not generate a scent or fragrance that provides an uncomfortable environment for employees, students, or visitors.
 - 6. If requested, a candle must be extinguished.

XI. Forms

N/A

XII. Effective Date

May 18, 2005

XIII. Policy History

Revised - July 18, 2013 Added Sneden and White Halls to the Procedures Section

Revised - October, 2015

XIV. Next Review/Revision Date

October, 2019