September 5, 2018

Dear Student,

Each year prohibited appliances are confiscated from student rooms and common areas. Although some may see this as a nuisance, we feel it is part of creating a safe learning environment for everyone. We understand that students want the convenience of using appliances in their dorm rooms. However, to prevent accidental fires and unwanted false alarms Williams has adopted a very strict fire safety policy, which includes appliance usage.

To summarize, we have listed below what appliances are permitted and where they can and cannot be used.

**Appliances that can be used in dorm rooms include:** Clocks, sound and computer equipment, televisions and DVD players, electric razors, hair dryers & curling irons, electric fans, electric blankets, microwave ovens of 800 watts or less, refrigerators of 5 cubic feet or less, hot air popcorn machines and cool mist humidifiers. Additionally, all appliances must be approved by Underwriters Laboritories (UL) as indicated by a UL mark on the appliance. All other appliances are prohibited in dorm rooms.

**Appliances that can be used in house kitchens or common rooms fitted with built-in counter tops, include:** Coffee makers, sandwich makers, water heaters, rice cookers and crock-pots. These appliances MUST also be stored in the kitchen or common room. **Do not bring them back to your room; prohibited appliances are not allowed in dorm rooms at any time, even during breaks (i.e. holiday & spring break).**

All other appliances including but not limited to electric woks, electric griddles, electric deep fryers and electric hot plates are prohibited in house kitchens, common rooms and dorm rooms. All prohibited appliances found in dorm rooms will be confiscated and the appropriate fines will be applied. Appliances may be picked up at the Facilities Building at the end of classes each semester to be returned home. Appliances not claimed by June 30th will be disposed of.

In addition, if you have a prohibited appliance we can store it for you until you can send or bring it home, so you are not fined.

If you have any questions or are unsure about the appliance you want to use please contact me, or you can visit [https://dean.williams.edu/policies/fire-safety/](https://dean.williams.edu/policies/fire-safety/) for more information.

Thank you,

[Signature]

Frank Pekarski
Manager of Safety & Environmental Compliance
Fire Safety Fine Schedule

Candles, incense, appliances, and halogen torchiere lamps:
1st offense: $50.00 fine
2nd offense: $100.00 fine
3rd offense: $100.00 fine and referral to the Dean’s Office for disciplinary action

Failure to leave the building for any fire alarm or drill:
1st offense: Written warning
2nd offense: $100.00 fine
3rd offense: $100.00 fine and referral to the Dean’s Office for disciplinary action

Tampering with life safety equipment:
1st offense: Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors, activate fire alarms due to smoking or the removal of batteries from carbon monoxide detectors or cover detectors are subject to a $250.00 fine as well as the cost of restoring the equipment. Students may also be called into the Safety and Environmental Compliance Office.
2nd offense: $500.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

Placing lights or other items on sprinkler pipes or sprinkler heads:
1st offense: Student will be issued a written warning
2nd offense: $50.00 fine
3rd offense: $100.00 fine and referral to the Dean’s Office for disciplinary action.

Improper disposal of smoking material:
1st offense: $250.00 fine
2nd offense: $500.00 fine and referral to the Dean’s Office for disciplinary action

Smoking
All Buildings are smoke-free - Individuals are not permitted to smoke within 25 ft. of any building on campus.
Students found smoking in residence halls will be assessed the following fines.
1st Offense: $250.00
2nd Offense: $500.00 and referral to the Dean’s Office

Fireworks
Per Massachusetts General Law no person shall possess or explode any fireworks. Students found in possession of fireworks at anytime will be fined $100.00 per incident and referred to the Dean’s Office.

Student Safety
For safety reasons students are not allowed on college roofs, unauthorized balconies, and construction sites or in permit required confined spaces. Students found in violation will be fined $250.00 per incident and referred to the Dean’s Office.

These fines and regulations will be progressive over your four years as a student at Williams College. Additionally, students may be referred to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College. If you have any questions about the policy please contact the Manager of Safety and Environmental Compliance, at x2406.