

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**GUIDELINES FOR THE RENTAL OF WATER COOLERS AND PURCHASE OF KITCHEN  
AND BREAKROOM APPLIANCES AND SUPPLIES**

Water coolers and break room appliances are authorized for rental and/or purchase by BOCES when any one of the following guidelines is met:

- The building in which the cooler will be placed does not have a source of water (i.e. a relocateable classroom).
- The municipal or well water in a specific location does not meet health department standards as determined by an outside testing agency.
- The disability status of the students in the classroom requires immediate access to water.
- BOCES designated conference/training/meeting rooms and facilities.
- Non-consumable Items such as coffee makers, refrigerators, microwaves, water coolers, or other appropriate break room appliances may be purchased as necessary and can be used by staff. Consumable related supplies may be purchased as necessary for meetings with non-BOCES individuals (i.e. component district staff).
- All appliances must be UL approved and appropriate for BOCES facilities.

Final approval is required by the District Superintendent and/or the Deputy District Superintendent.

Approved/Revised: 6/01/02  
Revised: 8/07/14  
Revised: 8/12/15