

## FACILITIES MANAGEMENT

### SPACE HEATERS

#### **POLICY:**

Portable electric heaters are allowed as long as they meet **ALL** of the following specifications:

- Tip-over cut-off switch
  - UL listed
  - Thermostat control to prevent heat from exceeding design specifications
  - Facilities Management inspection sticker attached to heater
- \*\*OR\*\***
- **PREFERRED** – Low wattage radiant heating panel (Cozy Legs).

Extension cords shall not be used to extend the length of the power cord.

Space heaters shall not be left unattended. If possible, space heaters should be equipped with a timer to assure automatic turn-off.

Space heaters shall be located in an open area away from combustible materials. They shall be located in such a manner as to limit the potential for physical damage (away from access and egress routes, away from areas where they could be hit by doors, drawers, chairs, etc.). They shall not be blocked or covered by any manner.

#### **PROCEDURE:**

All space heaters must be approved by Facilities Management prior to usage to ensure that the space heater passes a safety inspection. If you have any questions please call our office at 293-2625.

1. Print completed information below
2. Deliver completed form and space heater to the Facilities Office (B050).
3. Maintenance technician will inspect to approve or decline item. If approved a label will be affixed to item and returned to requestor.
4. Upon notification, the owner of a non-compliant space heater must remove it from the premises immediately; otherwise the unit will be confiscated.
5. Approved form will be maintained in the security supervisor's safety records.

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Requestor: \_\_\_\_\_ E-mail: \_\_\_\_\_

Technician: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Decline \_\_\_\_\_

Reason \_\_\_\_\_