

## New Space Heater Procedure

The cold weather is here. With campus thermostats tuned down on campus, some may make use of a space heater. Safety and Risk Management has a revised Space Heater Procedure.

### Portable Space Heaters

Due to possible fire and life safety hazards, the Fire Marshal has generally recommended portable space heaters not be used in any campus building. **The University prohibits use of portable heaters in residence halls.** In the event a heating system fails, or there is inadequate heat to an area, every effort should be made to correct the problem before using any temporary or portable heat source. These units can be unsafe and costly to operate. Reports of heating problems should be directed to the Office of Plant Operations at ext. 1000. If the problem cannot be corrected in a timely manner, the temporary use of UL approved portable heaters only as specified below will be allowed.

### General Requirements for all Space Heaters

Depending on type and conditions of use space heaters can present serious fire hazards and also compete with essential equipment for available electric power. Whenever the use of a portable heater causes tripping of circuit breakers or affects computers or other office equipment performance the further use of that heater is prohibited.

The use of extension cords is restricted by the National Electrical Code. Space heaters must be plugged directly into a wall outlet or (if permitted by the manufacturer's specifications) a circuit breaker protected UL power strip used in accordance with its listing and the electrical code.

Space heaters of the types described below are the only acceptable units when used as specified and only in non-residence buildings.

### Liquid Filled Space Heaters



Should the use of a portable heater be necessary, liquid filled heaters are acceptable subject to all general requirements and specific safety requirements being met. Such heaters, if equipped with foot pegs or wheels, can be placed directly on the floor but not less than one foot from combustible material (not including carpet on the floor)

## Radiant Panel Heaters



Radiant panel electric low wattage heaters are preferred when portable temporary heat is necessary. They generally use less than 200 watts of electricity and will not be hot to the touch. They can be safely used beneath a desk.

**All other portable heater types are prohibited on campus and if used at home we recommend the unit be:**



- placed at least three feet away from furniture, walls, wastebaskets, and all other flammable materials which may ignite upon exposure to high temperatures.
- placed on a UL approved stove board (available at local heating centers), or on a non-combustible material (ceramic tile, metal, etc.) At least equal in size to the heater.
- equipped with tip-over protection.

### Remember to:

- unplug the unit when leaving the room for longer than 15 minutes.
- inspect the cord frequently for cracks, hot spots, or signs of wear.

Contact the Office of Plant Operations at ext. 1000, or the Office of Safety and Risk Management at Ext. 3600 for more information regarding the use of portable space heaters.