

## GENERAL GUIDELINES FOR USE OF SPACE HEATERS

The use of electric heaters is strongly discouraged because of their energy inefficiency and operational costs. At current rates, electric space heaters cost over twice as much to provide the same amount of heat as the building heating system. There is also the potential hazard of fire from improper use or use of unapproved types of space heaters. Therefore, the use of electric space heaters should be considered only as a temporary or intermittent measure if there are problems with the building systems or for minimal usage for people whose health or welfare might be jeopardized at the normal temperature levels.

- Space heaters must be electrically powered. **Fuel powered (propane, kerosene) space heaters are not permitted.**
- Space heater used must be UL (Underwriters Laboratory) listed.
- Space heaters must not take more than 120 volts of electricity to operate, nor consume more than 1500 watts of energy on the highest setting.
- To prevent loss of power through circuit breaker tripping, no more than ONE space heater should be plugged into any electrical circuit. Should the use of an electric space heater cause a circuit breaker to trip due to additional equipment being on the same circuit the following shall occur:
  - Use of the heater must be discontinued.
  - The Department Head (or designee) must request a dedicated circuit be installed for the electric space heater at the Department's cost.
- Space heaters must have a thermostat that shuts unit off when a certain temperature is reached.
- Space heaters must have a tip-over shutdown feature. If a space heater is knocked over, the unit must automatically shut off.
- Space heaters must be fan driven. Space heaters with heated coils or exposed elements are not permitted.
- Power cord must not be frayed or damaged.
- Power cord must not be run under carpets or throw rugs.
- Power cords must not extend through areas of travel.
- Space heaters should always be plugged directly into a wall receptacle. **DO NOT USE EXTENSION CORDS OR POWER STRIPS.**
- Space heaters must always be turned off and unplugged when the area being heated is not occupied.
- Space heaters must be kept at least 3 feet away from any combustible material. Space heaters must be located in plain sight and clearly visible. NEVER under desks or tables.
- Use space heaters ONLY on the floor. NEVER on desks or tables.
- Nothing should ever be placed on top of or touching a space heater.
- Unless certified for that purpose, do not use heaters in wet or moist places, such as bathrooms (resulting corrosion or other damage to parts in the heater may also lead to a fire or shock hazard).
- Space heaters are not allowed in the sleeping rooms of Residential Life Buildings UNLESS PLACED AND APPROVED BY MAINTENANCE AS A TEMPORARY REPAIR FOR A NO-HEAT CONDITION.

**DEPARTMENT FUNDS USING CHECK REQUESTS OR PROCARD CANNOT BE USED TO PURCHASE SPACE HEATERS.**