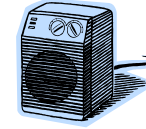


Space Heater Usage in University Buildings/Offices



Space heaters may be used in University Buildings contingent upon Dean/Director approval and adherence to the following guidelines.

The following minimum guidelines must be followed in order to permit the usage of space heaters in approved areas:

All Space Heaters:

- Shall be placed at least 3 ft. away from paper, curtains, furniture, clothing, bedding or anything else that can burn. Refer to manufacture's clearance recommendations.
- Must never be left running when the room/area is vacant.
- Shall be designed and located so that they cannot be easily overturned.
- Shall not be operated with a damaged cord or plug or after the heater malfunctions or has been dropped or damaged in any manner.
- Shall be listed and approved by Underwriter's Laboratories, Inc. (UL).
- Shall be directly plugged into an approved receptacle, with adequate supply of current for the heater.
- Shall be fail safe, which means the device is equipped with an automatic tip-over safety shut-off switch.

Dean/Director Responsibilities:

- Ensure everyone is aware of the high fire hazard associated with placing combustibles near or over space heaters.
- Notify Building Supervisors and Building safety chairpersons of those occupants who have electric space heaters, and instruct them to remind the employees to shut them off at the end of the day and keep combustible material away from the heaters.
- Unattended space heaters shall be removed and taken out of service.
- Assure space heaters are placed in safe locations so as not to cause undue damage to life or property.

EH&S reserves the right to restrict space heater usage as necessary.

**Environmental Health and Safety
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