

PORTABLE SPACE HEATER REQUIREMENTS

(Before using a space heater contact maintenance to report problems with the building heating system.)

1. Any space heater used must be UL or FM approved and must be labeled accordingly.
2. Space heater must have a thermostat that shuts unit off when a certain temperature is reached.
3. Space heater must be electrically powered. Fuel powered or propane space heaters are not approved.
4. Space heater must have a tip over shut down feature. If a space heater is knocked over the unit must automatically shut off.
5. Space heater must be kept at least 3ft. away from any combustible materials such as files, curtains, and trash cans.
6. Space heater shall not be placed under desks or in other enclosed areas.
7. Nothing shall be placed on top or touching a space heater.
8. Space heater must be turned off and unplugged when the area being used is not occupied.
9. Space heater should always be plugged into a wall receptacle.
10. Space heater must be kept in good working condition. Replace missing guards and controls at once. Have the heater checked periodically and all necessary repair done by a qualified person.
11. Read and follow the manufacturer operating instructions.
12. EH&S reserves the right to inspect and declare "UNAPPROVED" any space heater that create a hazard or is in appropriate to a particular location based on specific circumstances, codes and/or legal requirements.