



## Facilities Management – Space Heater Policy

Origin:	Facilities Management	Issuing Authority:	Facilities Management
Responsibility:	Assistant Director, Facilities Management	Approved:	Amy Campbell
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This policy is intended to limit the use of Space Heaters on Campus and allow safe operation when such devices are required.

### **The use of space heaters should be limited by performing the following:**

- Check the thermostat in your work area to insure it is set appropriately; the thermostat in your area may control multiple work areas, which will require coordination with co-workers.
- Contact Facilities Management through the School Dude work order system if there is a problem that should be resolved regarding operation of existing heating or if you require further information regarding the heating in your space.

### **Provided the above steps have been taken, use of a space heater must meet the following conditions:**

- Only electric heaters are permitted (no propane, kerosene, etc).
- Heater must have an Electrical Safety marking from UL or CSA
- The heater must have a thermostat to shut down the unit when the desired temperature is achieved. Heaters with simple "on/off" or "high/low" switches are not permitted.
- A guard or screen must cover the heating element.
- If these conditions are not met, the heater should be removed from campus if it is property of the employee or provided to Facilities to destroy if it is property of CBU.

### **The following precautions must be taken while using the heater:**

- Heater should be plugged directly into outlet (not an extension cord).
- Inspect heaters for broken plugs or loose connections before each use.
- Keep heaters away from aisles and paths of travel. Electric cords must be kept out of foot traffic paths to prevent tripping.
- Never place anything on top of a space heater.
- Maintain at least 3 feet of clearance around the heater at all times. Combustible materials like paper, plastic and cloth must be kept away from the heater.
- Do not place space heaters under desks where they may be inadvertently kicked or come in contact with electrical cords or combustibles.
- Heaters must only be located on the floor.
- Unplug the heater (do not just turn it off) any time the room or area being heated is unoccupied, especially at the end of the workday. Always unplug and safely store the heater when it is not in use.