



## PORTABLE SPACE HEATERS

The University strives to maintain comfortable temperature conditions in all campus owned and leased buildings. Individuals have different preferences in optimal working temperatures and may feel the need to adjust the temperature range in their respective work areas. In these instances, employee should follow the protocol described below before taking any action to install portable heating devices. Space heater use comes with some risks.

### POTENTIAL RISKS:

- According to the Consumer Product Safety Commission, approximately 1,400 residential fires occur annually from portable space heaters.
- Space heaters require a lot of energy to operate making it easy to overload electric circuits; particularly in our historic buildings.
- Overloaded circuits present a fire risk and a risk of injury to employees resetting tripped breakers.
- Multiple office spaces can be fed by the same circuit which means a tripped breaker can result in power loss and lost work in multiple spaces.
- Using personal heaters can mask underlying inefficiencies in a buildings system and even disrupt an entire office's heating or cooling if the personal heater is close to a sensor that controls several spaces.



Keep flammables at least 3 feet from all sides of the space heater.

### WHAT TODO!

- Dress in layers to adjust to the temperature ranges that are present throughout the day; particularly in the Fall and Spring. If feasible, use a standing desk and move around regularly.
- If you are still too cold in your office, call Work Control at 6-2319 to request a temperature check.
- Work Control will issue a work order for the Building Automated Systems (BAS) team to evaluate the space, verify everything is working and make alterations where appropriate.
- If a space cannot be heated within a standard temperature range by the building system, the use of a personal space heater may be approved.
- DO NOT purchase or bring any space heaters from home. Where heat is necessary, space heaters will be provided through the electric shop once a departmental index is provided.



The Electric Shop will provide approved heaters when necessary.

### SPACE HEATER USE:

- Keep flammable materials at least 3 feet from all sides of the space heater.
- Place the heater on a stable, level surface where it cannot be knocked over.
- Plug the heater directly into an outlet. Do not use a power strip or extension cord.
- Ensure that the heater is turned off every time you leave the space.
- If you notice that the space heater's cord, plug or outlet is hot, shut it off immediately and contact Work Control to have an electrician investigate.
- NEVER reset a tripped breaker. Call Work Control 6-2319 for an electrician.

