

4/15/2010

## PORTABLE HEATER POLICY

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This policy applies to all students, faculty, and staff using portable heaters in any building that is owned, rented, or leased by the university except residence halls. No portable heaters will be allowed under any circumstances in residence halls.

### Acceptable Circumstances for the Use of Portable Heaters

- o Portable heaters may only be used on a temporary basis when there are problems with the central building heating system. The heaters must meet the minimum requirements to provide a comfortable temperature.
- o Other use of portable heaters will require the written approval of the Environmental Health & Safety officer.

## Conditions Required for Portable Heater Use

- o The heater must be located on the floor.
- o Never place or store anything on the portable heater.
- o Do not place portable heaters near central building heater thermostats.
- o Maintain adequate clearance around the heater. Adequate clearance is at least three feet from any combustible material.
- o The heater must be plugged directly into the electrical outlet. No extension cords or power strips are allowed.
- o The heater must be unplugged (not just turned off) any time the room or area being heated is unoccupied. Never leave the heater unattended.