

## **Academic Facilities Guidelines for Safe Use of Space Heaters:**

**Space heaters should be used only as a temporary means only. Contact your Building Manager if your work area is not adequately heated.**

- **Heater must be inspected and approved by the Electric Shop and Building Manager.**
- **Space heaters should be used only as a temporary means for heat.**
- **Portable electric space heaters must be kept at least 3 feet away from combustibles (curtains, furniture, paper, etc.).**
- **Nothing should ever be placed on top of or touching a space heater.**
- **Heaters should be located in open areas and be clearly visible.**
- **Heaters must be turned off and unplugged when the area being heated is not occupied.**
- **Space heaters must have a Tip-Over Shutdown feature. (If the space heater overturned, it automatically shuts off).**
- **Space heaters should have a thermostat that automatically shuts unit off when the set temperature is reached. Heaters must be of sealed tube type not exposed elements.**
- **Space heater should always be plugged into a wall receptacle (The use of extension cords is not permitted).**
- **Space heaters must be UL (Underwriters Laboratory) listing.**
- **Heaters which do not comply with the above requirements will be removed immediately.**

**Should you have any questions or concerns, please contact your building manager.**