



# University of New Haven

## POLICIES AND PROCEDURES

**Policy Title:**

**Portable Electric Space Heater Policy**

*Policy No.: 8104*

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**Responsible Office: Facilities Department**

**Responsible Official: Associate VP for Facilities**

***Policy Sections:***

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## **1.0 Policy Statement**

Portable electric space heaters, when used properly, can provide an additional degree of comfort over and above a facility's heating system. Unfortunately, with the use of these heaters comes the increased risk of fire and potential injury. Usage without approval through facilities could prevent an unidentified issue within the heating system from being properly repaired. Therefore, it is necessary to establish and maintain strict guidelines for the use of such appliances.

### **1.1 Purpose and Scope**

This Safe Operating Procedure provides University of New Haven staff and faculty guidance for the use and prohibition of portable electric space heaters in campus facilities.

### **1.2 Review**

The Associate Vice President of Public Safety will review and update this policy whenever necessary or at least annually.

All the elements of this policy are considered University of New Haven policy and may be enforced as such. Failure on the part of the employees to follow the policies and safety requirements of this plan may result in disciplinary action.

## **2.0 Approval Process for Portable Heater Usage**

The usage of portable electric space heaters should be avoided with proper temperature control through facility management. However, if required, portable electric space heaters shall only be permitted for temporary use and only after the following conditions are met. Currently, the only approved type of portable heater is a maximum 1500 watt, oil filled radiator style heater identified as UL or ETL approved.

### **2.1 Identification of Heating Issue to Facilities**

Identification of temperature problems is a necessary step to remediating heating system issues. Prior to usage of any portable electric heaters, Facilities must be contacted to assess and attempt to repair any heating issues identified within the workspace. Methods of contact may be accomplished through any of the following:

- A. Contact request Facilities Operation Center via phone at 203-932-7087.
- B. Request submittal via the Facilities website at [www.newhaven.edu/about/departments/office-facilities/](http://www.newhaven.edu/about/departments/office-facilities/)

## **2.2 Approved Usage**

Portable heaters approved for usage are provided by the Facilities Operations department. Portable heaters, other than those provided by the Facilities Operations department, are prohibited. After the Facilities department has been notified, any required maintenance on the heating system has been performed, and the Facilities department deems that the use of a portable electric heater meets the written requirements in Appendix C, a portable electric heater will be provided for use. The following procedures must be adhered to when using an electric heater for supplemental heat:

1. Portable electric space heaters shall be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.
2. Portable electric space heaters shall be turned off and unplugged when not in use, and at the end of each business day.
3. Portable electric space heaters shall be inspected frequently. They shall be inspected on a weekly basis at a minimum, preferably daily, by the user to insure that they are in good working condition. (Please see Appendix A)
4. Portable electric space heaters shall be placed a minimum of three (3) feet from any combustible material (e.g. curtains, paper, cloth, etc.) and in a well-ventilated area.
5. To avoid potential burns, portable electric space heaters should to allowed to cool prior to moving.
6. Any portable electric space heater found to be in poor operating condition, damaged, or used improperly, shall be turned off, unplugged and reported to the Facilities Department for repair or replacement.

## **2.3 Prohibited Usage**

Usage is completely prohibited if prior approval has not been sought through Facilities Operation Center and heating issues are identified for repair. In addition to notification, the following actions are also prohibited:

1. The use of any portable heater that is fueled by kerosene or that produces open flame is strictly prohibited.
2. The use of any portable heater for permanent heating is strictly prohibited.
3. Portable electric space heaters shall not be placed underneath desks, in any means of egress (exit path), or any high traffic area.
4. The use of portable electric space heaters in laboratory spaces, or, in any area where flammable liquids and gases are being used or stored is strictly prohibited

### **3.0 Heating Issues**

Portable electric space heaters are not intended for use as permanent heating appliances. Approved portable electric space heaters are only intended to temporarily supplement an office/residential area's heating needs until a permanent solution can be found to correct the area's heating problem, or as an authorized emergency use measure when a building's normal heating system fails. Employees experiencing significant heating problems should call Facilities Operation Center (203-932-7087) to report the problem.

**Appendix A**  
**PORTABLE ELECTRIC SPACE HEATER**  
**EMPLOYEE SAFETY CHECKLIST**

Employees utilizing a University owned portable electric space heater shall physically inspect it and its work location on a daily basis for compliance with the UNH Policy and Procedures Regarding the Use of Portable Electric Space Heaters. Any space heater found to be in non-compliance with University policy and procedures shall be made compliant for location or if damaged, immediately removed from service.

To assist you with compliance, the following safety checklist is provided:

All checklist questions must have a "Yes" answer for compliance with the UNH Policy and Procedures Regarding the Use of Portable Electric Space Heaters. A "No" answer to any of the following questions shall require the space heater to be immediately relocated for location compliance, or removed from service for its repair or replacement.

<b>Daily Safety Checklist:</b>	<b>Yes</b>	<b>No</b>
Has the heater and its cord been inspected to ensure that it is operating in a safe manner and showing no signs of wear or damage?		
If the heater has been found to be operating in an unsafe manner or with a worn or damaged cord, has it been immediately turned off, unplugged, and the condition reported to Facilities Operation department for investigation, and repair or replacement?		
Is the heater plugged directly into an electrical outlet, without the use of an extension cord or any type of multiplex outlet adapter?		
Has the heater been placed in a well-ventilated space for heat to escape and for air to circulate around it?		
Has the heater been placed at least three (3) feet away from all combustible materials (e.g. furniture, paper, curtains, clothing, etc.)?		
Has the heater not been located under desks, in the means of egress (e.g. doorways, paths of travel, corridors, etc.) or in any high traffic area?		
Has the heater been turned off and left unplugged at the end of the working day?		

**Appendix B**  
**PORTABLE ELECTRIC SPACE HEATER**  
**ACKNOWLEDGEMENT FORM**

I hereby attest that I have read, reviewed, and fully understand the University of New Haven Policy and Procedures Regarding the Use of Portable Electric Space Heaters and its attached Portable Electric Space Heater Safety Checklist. I further agree to comply with all parts and aspects of said policy and procedures.

Location of heater acknowledgement:

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date Heater Placed in Service: \_\_\_\_\_

Equipment ID#: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Copies To:** Facilities Operation Center

Recipient of portable space heater

**Appendix C**

**PORTABLE ELECTRIC SPACE HEATERS**

**OPERATIONS SAFETY CHECKLIST**

All checklist questions must have a "Yes" answer for compliance with the University of New Haven Policy and Procedures Regarding the Use of Portable Electric Space Heaters. A "No" answer to any of the following questions shall prevent the Plant Operations personnel from releasing the space heater for service.

<b>Safety Checklist</b>	<b>Yes</b>	<b>NO</b>
Will electrical circuit for room permit the use of a portable electrical space heater?		
Does the heater bear a listing label from EU (European Commission) or UL (Underwriters Laboratory) for its intended use?		
Has the heater and its cord been inspected and checked for signs of wear and/or damage?		
Does the heater have a low center of gravity to minimize its potential for tipping over?		
Does the heater contain a built-in circuit to shut off the appliance if accidentally tipped over?		
Is the heater plugged directly into an electrical outlet, without the use of an extension cord or any type of multiplex outlet adapter?		
Has the heater been placed in a well-ventilated space for heat to escape and for air to circulate around it?		
Has the heater been placed at least three (3) feet away from all combustible materials (e.g. furniture, paper, curtains, clothing, etc.)?		
Has the heater not been located under desks, in the means of egress (e.g. doorways, paths of travel, corridors, etc.) or in any high traffic area?		
Has the university employee requesting the use of the portable electric space heater in their work area signed the University of New Haven Portable Electric Space Heater Acknowledgement Form stating they have read, reviewed and fully understand the university policy and procedures, and agreed to comply with them?		
Has Facilities approved tag/ label been attached to the unit?		

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_ Department: \_\_\_\_\_

Equipment ID #: \_\_\_\_\_ Date Heater Placed in Service: \_\_\_\_\_

Installed By (Print Name)

