

SMSU PORTABLE SPACE HEATER REQUIREMENTS

To improve safe use of space heaters on campus, the following requirements are implemented. **FIRST AND FOREMOST, IF THE TEMPERATURE IN A SPACE IS UNCOMFORTABLE, CONTACT THE PHYSICAL PLANT OFFICE TO REPORT PROBLEMS.** Very often, adjustments can be made in air handling equipment that will correct the concerns. Only after that is done and the results are unsatisfactory, should a space heater be used.

1. Any space heater used must be UL (Underwriter's Laboratory) approved and must be labeled accordingly.
2. Space heaters must have a thermostat that shuts the unit off when a certain temperature is reached.
3. Space heaters must be electrically powered. Fuel powered or propane space heaters are **not** permitted.
4. Space heaters must have a tip over shut down feature. If a space heater is knocked over, the unit must automatically shut off.
5. Space heaters must be kept at least three (3) feet away from any combustible materials such as files, curtains, and trash cans.
6. Space heaters shall not be placed under desks or in other enclosed areas.
7. Nothing shall be placed on top or touching a space heater.
8. Space heaters must be turned off and unplugged when the area being used is unoccupied such as overnight or when employees or students are absent for a half day or more.
9. Space heaters must always be plugged into a wall receptacle. Extension cords are not permitted for space heaters.
10. Space heaters must be kept in good working condition. Replace missing guards and controls at once. Have the heater checked periodically and all necessary repairs done by a qualified person.
11. Read and follow the manufacturer's operating instructions.
12. Space heaters must be placed directly on the floor.
13. SMSU reserves the right to inspect and declare "UNAPPROVED" any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances, codes, and/or legal requirements.