

Auburn Montgomery

Title: Portable Space Heaters Policy

Responsible Office: Physical Plant

I. PURPOSE

To establish procedures for the use of electric space heaters on campus.

II. POLICY

Auburn Montgomery recognizes that individuals have different levels of comfort associated with temperature. The use of electric space heaters is a temporary measure and is permitted provided listed procedures are followed. Physical Plant should be contacted if there is inadequate heat in any work area.

III. EFFECTIVE DATE

October 28, 2002

REVISED DATE

May 1, 2007

IV. APPLICABILITY

This policy applies to all faculty, staff, students, and visitors.

V. RESPONSIBILITY

Responsibility for the implementation and administration of this policy rests with the Safety Officer and/or Vice Chancellor for Administrative Services.

VI. DEFINITIONS

VII. PROCEDURES

1. Space heaters are not permitted in University residence halls.
2. Space heaters must be electrically powered except as noted in item #3 below.
3. Fuel powered or propane space heaters are only permissible in construction sites and athletic facilities upon approval of the Safety Officer and/or Senior Director, Physical Plant

4. Any space heaters must have a thermostat that shuts off the unit when a certain temperature is reached.
5. Space heaters must have a tip over shut down feature. If a space heater is knocked over the unit must automatically shut off.
6. Space heaters should be rated not to exceed 120 Volts, 12.5 Amps, 50Hz, 1500 Watts and 5200 BTU's.
7. Space heaters must be kept at least 3 feet away from any combustible materials such as files, curtains, and trash cans.
8. Space heaters shall not be placed under desk or in other enclosed areas.
9. Nothing shall be placed on top or touching a space heater.
10. Space heaters must be turned off and unplugged when the area being used is not occupied. When unplugging, pull by the plug and not the cord.
11. Space heaters must always be plugged directly into a 120-volt wall receptacle when in use. Extension cords cannot be used with space heaters.
12. Do not operate space heaters with a damaged electrical cord.
13. Do not run space heater's electrical cord under carpeting or throw rugs.
14. Space heaters shall not be used in bathrooms, laundry areas or other areas where water is present.
15. Space heaters shall not be used in areas where gasoline, paint, or flammable liquids are stored.
16. 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.
17. Read and follow the manufacturer's operating instructions.
18. If a space heater trips a circuit breaker, report this to Physical Plant (244-3232) immediately.
19. The Safety Officer and/or Senior Director of Physical Plant reserve the right to inspect and require removal of any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances, codes and/or legal requirements.

VIII. EXCLUSIONS

None

IX. INTERPRETATION

Any questions arising concerning this policy will be interpreted by the Safety Officer/Senior Director, Physical Plant/Vice Chancellor for Administrative Services.

APPROVAL TO PROCEED: _____ **DATE:** _____