

Applies to: All Washington University School of Medicine staff, faculty, students and visitors in all OFMD managed space

GUIDELINES:

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PURPOSE:

The Operations and Facilities Management Department (OFMD) is committed to providing a healthful and safe environment for all activities under its jurisdiction. In keeping with this commitment, the department has developed this guideline to protect the building occupants and its visitors from the significant fire and workplace safety risks posed by the use of portable space heaters.

DEFINITIONS:

Space heater: A self-contained appliance, usually electric, for heating an enclosed room.

OFMD: Operations and Facilities Management Department

FISC: Facilities Integrated Service Center

PROCESS:

Space heaters pose fire and electrical hazards and are not efficient use of energy. The use of unapproved space heaters in any WUSM managed space are not allowed. Portable space heaters impact a building's HVAC system and create issues of discomfort for others as the system works overtime to accommodate the added heat caused by these appliances. If you need assistance with the removal or disposal of a portable space heater, please contact the Facilities Integrated Service Center (FISC) at 362-3100.

University building occupants should first contact the FISC (362-3100) to request assistance in adjusting the temperature of an area. If OFMD personnel determine there is a heating deficiency in the work area, the **temporary** use of space heaters could be approved **with the following requirements:**

- Only portable ceramic, oil-filled or infrared space heaters are allowed.
- Radiant-type heaters (wires that glows), propane, kerosene and solid fuel space heaters are not allowed.
- Space heater must not exceed 1500 watts. Due to excessive electrical current demands of these devices, it is important not to overload electrical outlets, which may adversely affect others in the area. Portable space heater use may be restricted if there proves to be a problem in a particular location.
- Must be an Underwriters Laboratories, Inc. "Listed Heater" (look for the UL symbol on the bottom or back of the unit).
- The space heater must have a safety tip-over switch to turn the unit off if it is knocked over or tilted.
- Do not leave the space heater unattended and monitor periodically while in use.
- Plug directly into electrical outlet or surge protector to prevent an electrical overload. Typical extension cords are not rated to handle the power of a portable space heater.
- Maintain at least three feet (36") of clearance on all sides of the unit from combustible materials (paper, wood, cloth, etc.).
- Do not place heaters under desk or other enclosed areas.
- Do not plug the heater into an extension cord or power strip. It should be plugged directly into a permanent wall outlet.
- Heater must be turned off when you leave your workspace.

- Heater must be provided by OFMD and no personal space heaters are allowed.

ENFORCEMENT

The Operations and Facilities Management Department reserve the right to inspect and declare “unapproved” any space heater that creates a safety hazard or is inappropriate to a particular location, based on specific circumstances. If warranted, space heaters would be removed from service and taken to a designated storage area for later collection by its owner