

## Space Heater Guidelines

### A. How to Obtain a Space Heater

1. Request for permission to use a space heater must be submitted on [JSRCC Form No. 27-0015](#), Request for a Space Heater.
2. The request will include an evaluation by the facilities manager to certify that sufficient electrical power capacity is available without causing electrical circuit problems.
3. If the request is approved by the facilities manager, the employee will be notified and asked to sign [JSRCC Form No. 27-0016](#), Use of Space Heater Acknowledgement Form, stating that they have read and understand the guidelines regarding the proper use of said heaters. Once the form has been signed, the facilities manager will authorize the release of a space heater from the warehouse.
4. Only space heaters issued by the warehouse are permissible for use.
5. Space heaters shall be tagged "Approved for Use" by the facilities manager personnel and an inventory of issued space heaters will be kept.

### B. Use of a Space Heater

1. Space heaters shall be plugged directly into an electrical outlet or a power strip with surge protection. Extension cords are not permitted.
2. 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. Space heaters should never be placed under desks, tables or shelving.
3. Nothing should ever be placed on top of or touching a space heater.
4. Space heaters shall be located in plain sight and clearly visible.
5. Space heaters shall always be turned off when an area being heated is not occupied, even temporarily.
6. Space heaters shall be turned off and unplugged when not in use, and at the end of each business day.
7. Space heaters shall be inspected frequently. They shall be inspected at a minimum on a weekly basis by the user to ensure that they are in good working condition.
8. Any space heater found to be in poor operating condition or damaged, shall be turned off, unplugged and reported to the facilities manager by the user using the on-line [Maintenance Direct Work Order Request](#) for repair or replacement.
9. Improper use of the space heater will result in the permission to use the space heater rescinded and the space heater removed from the location.
10. Use of space heaters resulting in the circuit breakers tripping will result in the permission to use the space heater rescinded.

11. Space heaters shall not be moved from the location where it was originally approved. A new request must be submitted using JSRCC Form No. 27-0015, Request for a Space Heater.
12. Unauthorized moves will result in the immediate removal of the space heater.
13. Employees who are currently using a space heater must also submit [JSRCC Form No. 27-0015](#), Request for a Space Heater. They will either receive permission to use their current space heater (which will be tagged) or a new one will be issued from the warehouse. [JSRCC Form No. 27-0016](#), Use of Space Heater Acknowledgement Form, must also be signed. Only college-owned space heaters may be used.
14. Unauthorized and untagged space heaters are not permissible and shall be removed.

### **C. Prohibition**

The following are prohibited:

1. the use of any space heater that has not been requested and approved by the Facilities department
2. the use of any space heater for permanent heating
3. the use of any extension cord with a space heater
4. placement of space heaters underneath desks, tables or shelving or in any means of egress (exit path), or any high traffic area

### **D. Heating Problems**

1. Space heaters are not intended for use as permanent heating appliances. Approved portable space heaters are only intended to temporarily supplement an office area's heating needs.
2. Employees experiencing significant heating problems should submit a work order request using the online [Maintenance Direct Work Order Request](#) form.