



Environmental Health & Safety Portable Space Heater Requirements

All users of portable space heaters are required to register their heater for review & approval, prior to use. These requirements apply to existing use & new use of portable space heaters.

Portable space heaters are a potential source of fire if not used properly. The requirements listed below, applicable code requirements, and manufacturer's recommendations must be followed to maintain a safe environment.

1. All heaters must be Underwriters Listed or Factory Mutual approved for their intended use.
2. Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved.
3. Heaters must have a tip-over automatic shut down feature.
4. Heaters must be kept at least 3 feet (36 inches) from all combustible materials (e.g. file cabinets, desks, trash cans, paper boxes, etc)
5. Do not place heaters under desks or in other enclosed areas.
6. Heaters must be monitored when in operation and turned off when space is not occupied.
7. Plug heater directly into a wall receptacle. Extension cord use is prohibited.
8. Heaters need to be monitored daily. Heaters with missing guards, control knobs, feet, etc, must be taken out of service immediately and EH&S notified that the heater is not longer in use.
9. No open coil space heaters are permitted in any University buildings. Space heaters of any type are prohibited in all laboratories, all residence housing, residence rooms, and off-campus housing, closets, bathrooms, kitchens, etc.

To register a portable space heater, download an approval form (EHS-Space_Heater_Approval_Form) from <http://www.wfu.edu/facilities/safety/> .

*These forms may be sent via campus mail to EH&S
or faxed to (336) 758-6060 (attn: Scott Frazier)*

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