



Fire Marshal's Office

Department of Campus Safety

Space Heater Policy

Space heaters may be used as long as they are UL approved and operated within the following parameters:

- A full assessment of the building heating units must be completed by Facilities Management Environmental Shop and it must be determined that the lack of heat goes beyond minor maintenance or repair.
- The unit must be located in plain sight and clearly visible.
- The unit must be operated at least 36 inches away from combustible materials such as paper, furniture, clothing, curtains, etc.
- Nothing may be placed on the space heater and the heater must remain on the floor.
- The unit must be capable of automatic shut-off and must be turned off when the area is not occupied; unplugging the unit when not in use is encouraged.
- Space heaters must be plugged directly into a wall outlet. Space heaters are not permitted to be used with extension cords.
- All space heaters are subject to approval by the University Fire Marshal's Office and/or Facilities Management.
- If these guidelines are not followed, the individual will be asked to remove the space heater from their work area.