

Fire and Life-Safety Group (FLS)

Portable Heaters: Policies and Procedures

INTRODUCTION

Portable heaters are to be used only when the central heating system is malfunctioning and a comfortable temperature cannot be maintained, and only after written approval by the Campus Fire Marshal (303-492-4042).

If there is a problem with the central heating system, contact Facilities Management (303-492-5522) for correction of the condition.

POLICIES AND PROCEDURES

Portable heaters are to meet the following minimum requirements:

- Heaters are to be electrically powered only and UL listed.
- Heaters are to have a thermostat to shut off the heater when the desired temperature is reached.
- Heaters having exposed or visible heating (red-hot) elements are not to be used.
- Radiator type heaters and ceramic element heaters are approved types.
- Heaters are to have a tip-over shutdown feature.
- Heaters are to be clean and free of dust.
- Cords are to be in good condition, not cracked or frayed.

Portable heaters are to be used according to the following requirements:

- Heater use is to be approved in writing by the Campus Fire Marshal.
- Heaters are to be located on the floor.
- No items are to be stored on the heater.
- A minimum of 3 ft. clearance is to be maintained between the heater and any combustible material such as paper.
- Heaters are not to be placed near central heating system thermostats.
- Heaters are to be plugged directly into an electrical outlet. Extension cords and power strips are not to be used.
- Heaters are to be unplugged when the room or area is unoccupied.

If a building has electrical problems or other life-safety issues, campus authorities may restrict portable heater use in that building.