

Portable Heaters Policies and Procedures

Fire and Life-Safety Group (FLS)

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:

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

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

1. Heater use is to be approved in writing by the Campus Fire Marshal.
2. Heaters are to be located on the floor.
3. No items are to be stored on the heater.
4. A minimum of 3 ft. clearance is to be maintained between the heater and any combustible material such as paper.
5. Heaters are not to be placed near central heating system thermostats.
6. Heaters are to be plugged directly into an electrical outlet. Extension cords and power strips are not to be used.
7. 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.