Policy Statement

Space heaters are often used for comfort heating in offices on the campus. This document is intended to provide information as to the types allowed and not allowed, as well as general guidance on use of the heater.

Note: Prior to buying or installing space heaters, we suggest that you contact Facilities Dispatch at x41777 to check your heating system. Your area may only need an adjustment of the heating/cooling units.

Applicable Campus:

All University of Colorado Denver | Anschutz Medical Campuses

Purpose

To establish a policy for safe use of space heaters on campus property.

Scope

The policy covers all campus departments and staff.

Procedures

Portable heating units must meet the following requirements:

1. Typically, all electrical space heaters with water/oil fluid-enclosed elements or “radiant” heaters are allowed if they meet the other guidelines in this document. Heaters with hot elements, similar to the glowing wires in a toaster, are ONLY allowed if the element does NOT glow red-hot.

   (Note that some newer units have the heater element enclosed in a ceramic medium, and therefore no red-hot wires are seen. These newer unit are now considered acceptable). Units with glowing red-hot elements, even with element guards, are a greater potential fire risk and they must be removed from the campus.

2. It is the responsibility of the individual department to purchase space heaters. These units can be purchased at most of the large hardware/home supply stores.
3. Should you need a heater examined for acceptance to these requirements, contact the campus Fire & Life Safety Officer.

4. Ensure adequate space from combustible materials around the heater, per the manufacturer’s instructions. Heaters are not to be placed in areas in which flammable or explosive vapors could be found.

5. Heater units should be standard voltage (110 v), and the heater cannot be rated for more than 1500 watts.

6. The heater must be Underwriter's Laboratory (UL), or equivalent, listed. (Note that this is marked on the heater).

7. The heater must have integral temperature control. It is preferable to have both over-temperature shut-off and tip-over shut-off.

8. All heater controls, including “Power On" and “Power Off” must be clearly and permanently marked.

9. Plug the heater directly into an electrical outlet. DO NOT USE POWER STRIPS OR EXTENSION CORDS.

10. We advise that the heater should be unplugged when not in use.

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References:
- Previous campus Space Heater Guidelines, as articulated by the Campus Environmental Safety Committee