A. 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 the Customer Service Center at (303) 724-1777 to check your heating system. Your area may only need an adjustment of the heating/cooling units.
B. PURPOSE
To establish a policy for safe use of space heaters on campus property.

C. PROCEDURES
Portable heating units must meet the following requirements:

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 units 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.

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.

1. Should you need a heater examined for acceptance to these requirements, contact
   the Campus Fire Marshal at (303) 724-0293.

2. 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.

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

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

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

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

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

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

Please contact the Campus Fire Marshal for questions or concerns (303) 724-0293.
Notes

1. Dates of official enactment and amendments:
   1993: Adopted/Approved by Associate Vice Chancellor for Facilities
   February 22, 2018: Revised
   December 18, 2019: Reformatted

2. History:
   December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost’s office.

3. Initial Policy Effective Date: 1993

4. Cross References/Appendix:
   • 2015 ed. International Fire Code
   • Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety