



**Campus Administrative Policy**

**Policy Title: Attended Heating Policy and Procedures (OPP: 103-104)**

Policy Number: 3080

Functional Area:

Facilities

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Effective: February 22, 2018

Date Last Amended/Reviewed: November 1, 2017

Date Scheduled for Review: July 1, 2025

Supersedes: Attended Heating (February 1998)

Approved by: David C. Turnquist  
Associate Vice Chancellor, Facilities Management  
Duxton Milam  
Campus Fire Marshal, Facilities Management  
Authority Having Jurisdiction for Fire and Life Safety  
(February 22, 2018)

Prepared by: Campus Fire Marshal

Reviewing Office: Executive Vice Chancellor for Administration and  
Finance | CFO, CU Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, CU Denver

Responsible Officer: Executive Vice Chancellor for Administration and  
Finance | CFO, CU Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, CU Denver

Applies to: CU Anschutz  
CU Denver  
CU South Denver Location

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## **A. Policy Statement**

The most common cause of unwanted fire alarms on our campus involves heating units that are not attended. Fire detectors will detect smoke—even without flames—therefore, smoldering of any material can result in the fire department responding and evacuation of the building. Smoke detectors give occupants early warning, however we do not want nuisance alarms, or actual fires, because of burned food or overheating of other materials.

## **B. Purpose**

To establish a policy for safe use of heating units on campus property.

## **C. Procedures**

All heating units must have someone in attendance while the unit is in operation.

These include, but are not limited to: microwave ovens, popcorn poppers, standard ovens, space heaters, hot plates, and laboratory heating units such as Bunsen burners. The policy requires that someone be present and not leave until the unit is shut off and the unit is cool to the touch.

Please also note that all personnel should evacuate when an alarm sounds. Unless a fire drill or alarm-test has been pre-scheduled, all alarms are to be considered as real.

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

## Notes

1. Dates of official enactment and amendments:  
February 1998: 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 statements 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: February 1998
4. Cross References/Appendix:
  - [2015 ed. International Fire Code](#)
  - Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety