

## Portable Space Heater Requirements

Portable space heaters are a potential source of fire if not used properly. The requirements listed below, applicable code requirements, and manufacturer's recommendations must be followed to maintain a safe environment.

1. If a space cannot be adequately heated via the installed building heating system, do the following:
  - a. Contact Physical Plant or Housing & Residence Life to report the condition.
  - b. If the installed system cannot be repaired in a timely manner, Physical Plant or Housing & Residence Life may recommend and supply a temporary space heater meeting the requirements listed below.
2. All heaters must be Underwriters Listed or Factory Mutual approved for their intended use.
3. Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved.
4. Heaters must have a tip over automatic shut down feature.
5. Heaters must be kept at least 3 feet (36 inches) from all combustible materials e.g. file cabinets, desks, trash cans, paper boxes, etc.
6. Do not place heaters under desks or other enclosed areas.
7. Heaters **must be monitored** when in operation.
8. Plug heater directly into a wall receptacle. Never plug it into an extension cord.
9. Heaters need to be monitored daily. Any heater with missing guards, control knobs, feet, etc. must be taken out of service immediately and repaired by a competent person. Do not use heaters in rooms that will not be continually occupied.
10. Do not use portable space heaters if small children are expected in the area.
11. Space heaters must be electrically powered. Fuel powered or propane space heaters are **not** permitted.
12. **No open coil space heaters are permitted in any university buildings.**
13. Space heaters of any type are prohibited in laboratories.

Tracy Smith  
Environmental Health & Safety Director

**WE ARE... MARSHALL.**