

ADVISORY 9.1 USE OF SPACE HEATERS IN UNIVERSITY BUILDINGS

Occupants of University of Cincinnati buildings whose workplaces are too cold should first contact the Facilities Management Work Control Center for their part of the campus to request assistance in adjusting the temperature of the area. If Facilities Management personnel determine that the work area cannot be made more comfortable, some auxiliary equipment may be necessary.

Persons who use space heaters are required to take fire prevention and the safety of others into consideration by complying with the guidelines cited in this Advisory regardless of whether space heaters are purchased or owned by UC departments or individuals. **Occupants of Raymond Walters College buildings are required to follow College policy by requesting electric space heaters through the RWC Facilities Management Department, 745-5708.**

- & Only electric space heaters rated at 110-volts AC may be used. Heaters that burn liquids, gases, or solid materials are not permitted. Electric space heaters must be UL (Underwriters' Laboratory) approved and bear a UL label or seal.
- & ***Electric space heaters consume a significant amount of electrical energy. Use of electric space heaters is restricted to areas where the Department of Facilities Management has specifically authorized their use.***
- & Space heaters are prohibited in the sleeping units of student residence facilities.
- & Users are required to read and follow the manufacturer's operating instructions for space heater(s). Space heaters must be kept in good working order with guards and controls present and operating as designed.
- & Electric space heaters should be inspected at least annually and repaired as required by a qualified electrician. Heaters that cannot be repaired are to be discarded with the plug cut-off to prevent inadvertent use by others.
- & Electric space heaters must be equipped with an operational thermostat that shuts the heater off when the pre-set temperature is reached and a safety shut-off switch that shuts off the unit if it is tipped or knocked over.
- & ***NEVER*** plug electric space heaters into electric extension cords; plug space heaters directly into electrical wall outlets (receptacles).
- & Do not route electric cords for heaters under rugs or carpeting; doing so could cause the cord to overheat and the rugs or carpeting to burn.
- & Heaters should be placed on a level surface at least 36 inches away from combustible materials and not in enclosed areas such as underneath desks or workstations.
- & To prevent electrical shocks and electrocutions, ***always*** keep portable electric heaters away from water and ***never*** touch an electric heater if you are wet.
- & When the space being heated is vacated, space heaters shall be turned off and unplugged.

The Department of Environmental Health & Safety reserves the right to inspect and declare "unapproved" any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances, or code and/or legal requirements.

Questions regarding this policy may be directed to Environmental Health and Safety, 556-4968.