

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-08-001
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TITLE: Space Heaters	Approved: Title: <i>Louis DiBerardinis</i> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Director, EHS
SOP Author: Katie Blass, Nadia Morrison, and Jessica Van	

EHS Space Heaters are kept in the Audio Visual closet.

If you are cold, please notify the receptionist so s/he can submit a work order to the Department of Facilities to have the system checked. A space heater can be signed out at the front desk.

Receptionist/ front desk person will complete the sign out sheet located in the AV Equipment binder.

Return the heater when the work order has been closed or it is no longer needed.

Please follow the guidelines provided, located below and also inside the box, to prevent a fire.

Please do not bring a space heater in from home unless it has been approved by the EHS Deputy Director of the Safety Program.

Space Heater Guidelines

- Plug the heater directly into an outlet. Do not plug a heater into an extension cord or a multi outlet strip/surge protector.
- Place the heater so there is a 3 foot safety zone: not under your desk, nothing is draped over it and 3 feet away from curtain blinds, hanging materials, boxes and piles of paper/plastic.
- Position the heater to prevent it from tipping over.
- Run the power cords so that no one steps on or trips over it.
- Turn off the heater when you leave the room and unplug the heater when you leave for the day.