Portable Space Heater Policy

PURPOSE:

Kean University recognizes that individuals have different levels of comfort associated with temperature. The use of portable space heaters is a temporary measure and is permitted provided the following procedures are followed. The Office of Facilities and Campus Planning should be contacted if there is inadequate heat in any work area.

POLICY:

- Portable space heaters are prohibited in campus residence halls.
- Only portable, electric space heaters listed and labeled by an approved testing agency, such as UL or FM Global, shall be used.
- Units marked “Residential Use Only” cannot be used in office areas.

PROCEDURE:

To obtain a portable space heater, contact Facilities and Campus Planning at 7-5000. Facilities staff will evaluate the current heating system to ensure it is functioning properly. If a portable heater is necessary, Departments must provide an account number to Facilities and Campus Planning for the purchase of the space heater. F&CP will purchase, deliver, and install a space heater for the area from a list approved by the Fire Safety Officer.

Safe Use

- Portable, electric space heaters must be plugged directly into an approved receptacle.
- Don't leave an electric heater unattended while it's plugged in. Unplug each day after using.
- Portable, electric space heaters shall not be plugged into extension cords.
- Plugging another electrical device into the same outlet as the heater could cause overheating.
- Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials (paper, boxes, wood, etc).
- Portable, electric space heaters shall be operated only in locations for which they are listed. They must be used in accordance with the manufacturer’s directions.