

|   |   |                       |
|---|---|-----------------------|
| <i>Date Issued:12/2010</i>  | <i>Kean University</i>                  | <b>Page 1 of 1</b>    |
| Contact: Lou Magliaro   | Environmental Health and<br>Fire Safety | Date Revised: 12/2010 |
|  |   |                       |
| <b>Portable Space Heater Policy</b>   |   |                       |

**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.