



## Fire Prevention Policy – Space Heaters

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The use of space heaters in faculty and staff offices are strongly discouraged as the heaters upset the balance of the building heating system as well as pose a potential fire hazard if not used properly. **Call Facilities Services to assess the heat issue prior to using a space heater.** If you must use a space heater, follow these guidelines:

1. Heater may not be equipped with coils that glow.
2. Heater must be equipped with automatic shut-off.
3. Heater must be UL or ETL listed. Look on the tag near the plug.
4. Maintain a clearance of 3 feet from combustibles around the heaters.
5. Turn off and unplug the heater at the end of the day.

**NOTE: Space heaters are prohibited in all Residence Halls.**

Review the [Fire Prevention Policy](#) for additional information. Direct your questions to the [EHS/Risk Manager](#) or the [Emergency Management Coordinator](#).