


**Facilities Management
 Portable Heaters Standard Operating Procedures**

SOP #:	EHS-003	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

1. PURPOSE

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. The use of portable space heaters on the CSU-Pueblo campus is highly discouraged due to the increased risk of fire.

The following standard operating procedures is designed to improve portable heater safety awareness at CSU-Pueblo and provide guidelines on proper use.

Exceptions to these procedures can be granted in writing to accommodate medical conditions that require supplemental heating.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Investigating and declaring any space heater or space heater setup as “unapproved” if it creates a hazard based on circumstances and/or codes.

2.A.2. Investigating any potential health hazards or concerns related to heating and cooling.

2.B. All faculty, staff, and students will be responsible for:

2.B.1. Creating work orders for the Facilities Department to investigate potential heating and cooling issues.

2.B.2. Notify EHS of any potential health hazards due to heating or cooling concerns.

2.B.3. Following the guidelines provided in the procedures section to enable safe portable heater use as needed.

3. DEFINITIONS

3.A. SPACE HEATER – A self-contained appliance for heating an enclosed room.

4. PROCEDURES

4.A. Portable electric heaters shall be listed and approved by Underwriters Laboratories, Inc. (UL).

4.B. Portable electric heaters should be of the fail-safe type, which are equipped with an automatic tip-over safety shut-off switch.

4.C. Portable electric heaters should be placed at least 3 feet (1 meter) away from combustibles: paper, curtains, furniture, clothing, bedding or anything else that can burn. Observe clearances recommended by the manufacturer.

4.D. Never leave your electric heater running when you leave the room or area, or while sleeping.

4.E. Never dry clothes or other combustibles on or directly over heaters.

4.F. Always plug your electric heater directly into a wall outlet or use a UL approved surge strip with circuit breaker, don't use extension cords.

4.G. Do not extend the electric cord of the heater through wall openings, under doors or floor coverings. Arrange the cord away from traffic areas where it will not be tripped over or otherwise subject to damage.

4.H. Do not operate an electric heater with a damaged cord or plug or after the heater malfunctions or has been dropped or damaged in any manner.

4.I. Do not operate electric heater in or near water or in extremely damp conditions.

4.J. Liquid and/ or solid fuel (gasoline, kerosene, pellet, propane etc.) space heaters are not permitted for use inside buildings or in areas with inadequate ventilation.