Space Heater Policy

In Accordance With New Jersey Fire Code and National Fire Protection Association

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Space Heater Safety

I. Purpose

To provide guidelines to follow when using space heaters in order help maintain a reasonably comfortable work environment while enhancing our efforts to maintain fire safety.

II. Policy

Safety and reasonable comfort levels continue to be among the primary concerns of the College throughout the year. Toward that end, the College maintains heating systems that are intended to provide sufficient heat throughout the Campus, especially during the cold winter months.

As with any systems, emergency situations may occasionally arise when added measures may be needed to supplement the main heating system. In the event that it becomes necessary to provide urgently needed supplements for the College’s heating system at any location on Campus, Facilities has a limited supply of Space Heaters that can be distributed to help meet those needs.

However, while individual comfort preferences are acknowledged, fire prevention and safety must also be maintained.

Accordingly, the following safety measures shall apply for Space Heaters used on Campus:

A. Facilities shall control the distribution of the limited inventory of Space Heaters based on the urgent needs that may occasionally arise.

B. Employees may find it desirable to have a small space heater at their workstation for added comfort. Accordingly, portable electric Space Heaters (Space Heaters) are allowed under the provisions of this policy.
C. The following minimum guidelines shall apply for Space Heaters used on Campus:

1. Space Heaters shall be liquid filled and sealed type. Liquid-filled heaters use an electric element to warm water or oil, which in turn heats a radiator creating natural convective air currents in the room. The thermal mass of liquid holds heat well, minimizing fluctuations in temperature.

2. They shall bear the label of an independent testing laboratory such as Underwriters Laboratories Inc., their nationally recognized tag line is "UL Approved".

3. Space Heaters shall include temperature limit cutoff devices.

4. All Space Heaters shall be properly grounded.

5. They shall be equipped with a “Tip-Over” automatic shutoff switch that will shut off the current if the unit is knocked over.
D. The following safety precautions shall be exercised for Space Heaters used on Campus:

1. Do not use Space Heaters if they have any signs of frayed wire, cracked insulation or any other defects. If they have any defects; **DO NOT BRING THEM ON CAMPUS!**
2. Space Heaters shall not be connected to an electrical outlet via an extension cord, power strip or any other temporary electrical device. **All electric Space Heaters MUST be plugged directly into an electrical wall outlet.**
3. Never leave Space Heaters on while away from your area or out of the office.
4. Daily checks shall be performed, at the end of the day, before leaving for home, to ensure that Space Heaters are turned off.
5. Keep Space Heaters out of high traffic areas such as exit ways.
6. Never use Space Heaters in areas where combustible vapors may be present.
7. Space Heaters shall be monitored by individuals because electrical heaters draw considerable power and the cord and plug may generate heat. If a cord feels too hot to the touch, shut off the heater and discontinue use.
8. All Space Heaters shall be positioned a minimum of 3 feet away from any flammable materials such as curtains, drapes, newspapers, shag rugs and furniture.
9. Space Heaters shall include electrical cords with plugs that fit snugly into outlets. A loose plug can overheat.
10. Keep Space Heaters from getting wet.
11. Never touch Space Heaters if you are wet.
12. Space Heaters shall not be used to dry wet or damp garments such as gloves, hats or scarfs.

Kerosene, LPG or similar fueled or solid fuel heaters are prohibited from use inside any buildings on Campus!

This policy is not intended to overrule or override any existing Residence Life policy in connection with Space Heaters.

Your cooperation with following this policy and procedures should help to maintain your comfort while enhancing our collective efforts to sustain a safe environment on Campus.