

*Environmental Health & Safety*

**ELECTRIC SPACE HEATER USE REQUEST**

Many buildings at Longwood have uneven heat distribution and work areas can fall below 68 degrees during the heating season. Whether owned by the University or the employee, three issues affect the use of space heaters in campus buildings — fire safety, energy efficiency, and existing electrical capacity. This document sets forth the process for approved use of space heaters under University Policy 5603 Use of Electric Space Heaters.

The use of portable space heaters is strictly prohibited in University residence halls, **e**xcept in the case of a University heating emergency when heaters may be provided by the University. Such heaters will be removed once the heating emergency has passed.

Individuals requesting electric space heaters for their work areas must go through their department head to start the approval process. The Electrical Shop and the Energy Manager must sign off on this request before final approval by Environmental Health & Safety.

There are three levels of approval:

1. No approval needed: Heated floor/desk mats under 100 Watts and heaters that are certified Zero Clearance are not considered electric space heaters for the purposes of policy 5603 and do not require EH&S approval
2. Registration Only: Heaters that meet the specifications listed below need only be registered using the form at the bottom of this document.
3. Full Review Required: Heaters in excess of 500 Watts must follow the full approval process including review by the Electrical Shop and the University Energy Manager.

**Registration Only Requirements:**

* Wattage not to exceed 500 Watts
* Non-exposed heating unit (encased in oil, or ceramic,…)
* Multi-directional tip-over automatic shut off
* Overheat shut off (aka thermal overload protection)
* Certification by an OSHA Nationally Recognized Testing Laboratory such as: Underwriters Laboratories (UL), Factory Mutual (FM), Intertek (ITSNA, formerly ETL),…specifically to ANSI/UL 1278.

Examples of Heaters Requiring Registration Only: (Updated 2016)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Power Rating | Non-exposed heating element | Tip-over shut-off | Overheat / thermal overload protection | NRTL Certification | ~ Price |
| Honeywell Heat Bud HCE-100 series | 250 Watts | Y | Y | Y | ETL | $25 |
| Optimus H-7800 Portable Mini Ceramic Heater | 300 Watts | Y | Y | Y | ETL | $30 |
| New Air AH-400 Underdesk Heater | 400 Watts | Y | Y | Y | UL | $60 |

**Conditions for Approved use**

* Use of a space heater above an ambient room temperature of 68 degrees requires a doctor's prescription or instruction that is current (within one year)
* Heaters must be equipped with a timer or unplugged at the end of the work shift as an added precaution against malfunction or overheating.
* Use of extension cords with electric space heaters is prohibited. The unit must plug directly into an approved outlet.
* The Statewide Fire Prevention Code, Section 605.10 requires 3 feet of space between the heater and combustible items, e.g. file cabinets, wooden desks, trash-cans, paper boxes. Nothing may be placed on, over, above, or around a space heater. Note: This does not apply to certified Zero Clearance products.
* Heaters must be located on the floor and not on elevated surfaces such as desks, tables, or filing cabinets.
* Space heaters are not allowed in residence halls
* The approval form for a space heater must be available for review by Facilities or EH&S staff.
* Users are responsible for reading and following manufacturers’ operating instructions.
* Heaters must not be used in areas where combustible atmospheres (flammable gasses or vapors) may be present.
* Heaters must not be used in wet areas or areas likely to become wet.
* Heaters must be inspected daily by the user. Those units having missing guards, control knobs, feet, etc. must be taken out of service immediately.

**References:**

Heated Floor/Desk Mat Providers:

* Mats and Footrest: <http://www.floormat.com/heated-mats/index.html>
* Mats and Footrest: <http://www.cozyproducts.com/cozy-toes-products-94.php?page_id=57>

Nationally Recognized Testing Laboratories: <https://www.osha.gov/dts/otpca/nrtl/nrtllist.html>

Virginia Statewide Fire Prevention Code: <http://www.vafire.com/state_fire_marshal/pdf/2014/Virginia%20Statewide%20Fire%20Prevention%20Code.pdf>

University Policy 5603: <http://solomon.longwood.edu/offices--departments/environmental-health--safety/policies--procedures/use-of-electric-space-heaters.php>

 **Space Heater Usage Request Form**



I hereby attest that I have read, reviewed, and fully understand the Longwood University Policy # 5603 regarding the Use of Portable Electric Space Heaters. I further agree to comply with all parts and aspects of said policy and the above guidelines.

Requester’s Name (*please type*):      Date:
 ( *Last, First, Middle Initials)*

Longwood E-mail:      @longwood.edu Telephone:

[ ]  Requester is providing a current doctor's prescription or directive for space heater use >68 degrees.

|  |
| --- |
| Location of Intended Use: Building       Room #       |

Requests lacking complete information will not be approved.

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| --- |
| **Space Heater Information:** Make/Model       Serial #      Wattage Rating: [ ]  < 500 Watts or Actual Rated Wattage:      [ ]  Non-exposed heating unit [ ]  Multi-directional tip-over shut off [ ]  Overheat shut off OSHA-NRTL certified [ ]  UL [ ]  FM [ ]  ITSNA(formerly ETL) [ ]  Other:      Note: No approval or registration is required for <100 Watt floor/heating mats & 'zero clearance' certified devices  |

Requester's Signature:       Department Head Approval:

|  |
| --- |
| **Approval** |
| Energy / HVAC Representative      | Date:      Approved: [ ]  Yes [ ]  No | Electrical Representative:       | Date:      Approved: [ ]  Yes [ ]  No |
| EHS&EM Representative:      | Date:      Approved: [ ]  Yes [ ]  No | [ ] Registration Only – Meets minimum requirements[ ] Approved until Date:       [ ] Denied |

Comments:

## Forms should be e-mailed to: Safety@longwood.edu

## Or campus mailed to: Environmental Health & Safety 218 Bristow Building