SPACE HEATER GUIDELINES

Introduction
Safety is a top consideration when using space heaters. The U.S. Consumer Product Safety Commission estimates that more than 25,000 residential fires every year are associated with the use of space heaters, causing more than 300 deaths. An estimated 6,000 persons receive hospital emergency room care for burn injuries associated with contacting hot surfaces of room heaters, mostly in non-fire situations.

Instructions
- The Building Captain should be contacted and the Building Captain will submit a work order or contact the Electrical Shop (x2247) for an inspection of the location where the space heater is requested.
- Once the location has been approved by the UCO electrical department, contact the Chief of Police, Jeff Harp, at (405) 974-2800 for a list of approved space heaters.
- All personal heaters not approved and purchased by the University will be removed.
- Space heaters are not allowed in student rooms and are not allowed in laboratories, shops or classrooms using combustible or flammable products.
- Follow all manufacturer’s operating instructions.
- Heaters need space! Space heaters should never be installed under desks. Heaters need to be in an open area. Space heaters need at least three feet clear space around them. Keeping the heater in an open area will also provide a visible reminder for the user to remember to shut off the heater when not in use and at the end of each workday.
- Do not operate any heater with a damaged cord or plug, or after the heater malfunctions, or has been dropped or damaged in any manner.
- Do not use in bathrooms, laundry areas, or other similar indoor locations.
- Do not run cord under carpeting; do not cover cord with throw rugs, runners or the like. Arrange cord away from traffic area where it will not be tripped over.
- Do not use on soft surfaces, like a bed, where openings may become blocked.
- Do not place anything on top of a space heater.
- Do not leave the heater unattended at any time.

For more Space Heater and fire safety tips, please visit the National Fire Protection Association website at: http://www.nfpa.org/public-education/by-topic/top-causes-of-fire/heating/heating-safety-tips

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