

Georgia State University recognizes that individuals have medical conditions which require different levels of comfort associated with space temperature. The use of electric space heaters as a temporary measure may be permitted in limited applications.

Heaters may not be used in areas where flammable liquids are in use or storage. Space heaters are **NOT** allowed in Residential Halls.

### **BEFORE Using Portable Electric Heaters In Your Office Space:**

You must be able to respond “**yes**” to **all** of the following safety statements to have a heater approved for use, by your supervisor:

- The wiring in my office will support the additional electrical load of the heater.
- The heater must be electrically powered and listed by Underwriters Laboratories (UL) or approved by Factory Mutual (FM). Tags or labels indicating the device has been tested and approved by either of these agencies can be found on the electrical cord or die stamped on the heater itself.
- Fuel powered (propane, kerosene) space heaters will **NEVER** be used.
- The heater has a thermostat for heat regulation. The heater’s thermostat must sense that the area has reached a certain temperature and be able to reduce heating until the temperature in the area drops (very much like the thermostat in your house). Note: Heaters without this feature (with simple “on/off” or “high/low” switches) continue to heat without any regulation and can easily cause fires.
- The heater is fan driven. Space heaters with heated metal coils or those heaters that glow red when in service are not permitted.
- A guard or screen covers the heating element.
- Space heater has a tip-over shutdown feature. If the heater is knocked over, the unit must automatically shut off.
- Extension cords will **NOT** be used with the heater, including power strips. Heaters must be plugged directly into a suitable electrical outlet.
- Electrical cords will be kept out of foot traffic paths to prevent tripping.
- The heater cord will not be covered by carpeting, rugs or other items.
- The heater will never be used to dry wearing apparel or shoes.
- The heater will be unplugged (not just turned off) any time the room or area being heated is unoccupied, even for a short time, and especially at the end of the workday.
- The heater will only be located on the floor
- At least 3 feet of clearance (clean, uncluttered space) will be maintained all around the heater at all times.
- Combustible materials like paper, plastic, and cloth will be kept away from the heater.
- Nothing will ever be placed on top of a space heater.

If you need assistance with answering yes to any of the above questions, please call the University Facilities Management Customer Communication Center at 404-413-0700 and ask for someone to come and check your heater and / or office wiring, before you use the heater.

Facilities Maintenance and Operations reserves the right to inspect and approve or reject any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances and / or fire safety code requirements.