

**Georgia State University**  
**Facilities Maintenance and Operations**  
**Space Heater Usage Instructions**

November 2021

Georgia State University recognizes that individuals have medical conditions which require different levels of comfort associated with space temperature. Improper use of space heaters could cause building fires and/or loss of electric power. The use of electric space heaters as a temporary measure may be permitted in limited applications.

Heaters will not be used in areas where flammable liquids are in use or stored. Space heaters are **not** allowed in residence halls.

**Before Using Portable Electric Heaters In Your Office Space:**

You should follow and adhere to following instructions and the space heater use must be approved by your director:

- The wiring in my office will support the additional electrical load of the heater. If not the use of space heater may trip the electrical circuit and cause loss of power (**please contact Facilities Management Customer Service Center at 3-0700 for evaluation**)
- 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 are not permitted.
- The heater should have 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 must be fan driven. Space heaters with heated metal coils or those heaters glow red when in service are not permitted.
- A guard or a screen should cover the heating element.
- Space heater should have a tip-over shutdown feature. If the heater is knocked over, the unit must automatically shut off.
- Extension cords shall **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 should never be used to dry wearing apparel or shoes.

- The heater should 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 should only be placed on the floor.
- At least 3 feet of clearance (clean, uncluttered space) will be always maintained all around the heater.
- Combustible materials such as paper, plastic, and cloth will be kept away from the heater.
- Top of a space heater should be always kept clear.

If you need any further assistance, please call the Facilities Management Customer Communication Center at 404-413-0700 and request 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.

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