



Environmental Health & Safety Safety Rules

TITLE: **PORTABLE SPACE HEATER REQUIREMENTS**
(Before using a space heater, contact Facility Services to report problems with the building heating system)

OBJECTIVE AND PURPOSE: To establish rules for using portable space heaters.

Messiah College has adopted the following temperature ranges:
68⁰-72⁰ for heating
74⁰-78⁰ for cooling

1. Space heaters are prohibited unless the temperature falls below 68⁰.
2. Space heaters must be approved by Facility Services, ext. 6011, before using.
3. Must be UL approved and labeled accordingly.
4. Must be electrically powered. Fuel powered or propane space heaters are not prohibited.
5. Must have a tip over shut off feature. If space heater is knocked over, the unit must automatically shut off.
6. Space heater must be kept at least 3 ft. away from any combustible materials such as files, curtains, and trash cans.
7. Do not place under desks or any other enclosed areas.
8. Nothing shall be placed on top or touching a space heater.
9. Must be turned off and unplugged when the area being used is not occupied.
10. Always plug into a wall receptacle.
11. Must be kept in good working condition. Replace missing guards and controls immediately. Have the space heater checked periodically and all necessary repairs done by a qualified person.
12. Read and follow the manufacturers operating instructions.
13. Facility Services and EH&S reserves the right to inspect and declare "UNAPPROVED" any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances, codes and/or legal requirements.