

Space Heater Safety Guidelines

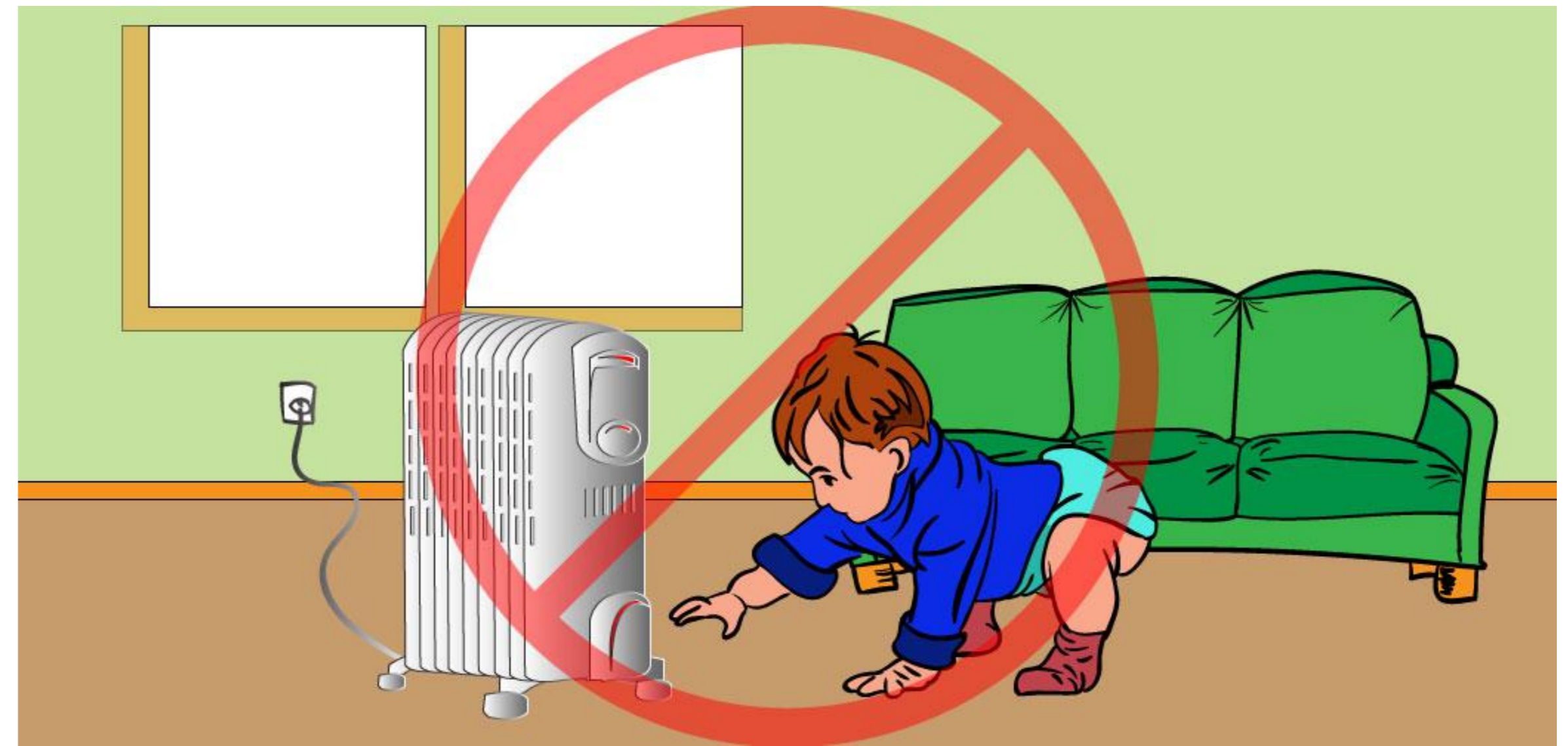
Portable space heaters are the top cause of fire death from home heating equipment.

Guidelines

- If you have an issue with the heating system in your office, submit a work order with Facilities Services to address the problem.
- If you need to use a space heater, consult with Facilities Services first.
- Whether at home or at work, keep in mind the following guidelines when using a space heater.

Guidelines

- Choose a space heater that will automatically shut off if the unit is knocked/tipped over, especially if you have pets or children.



Guidelines

- Plug the space heater directly into a wall outlet. **Do not use an extension cord.**
 - The heater's energy demand is too high and the extension cord can short circuit.



Guidelines

- Keep the unit at least 3 feet away from any combustible materials such as papers.
- Place unit in a location where it is not touching any other objects.



Guidelines

- Use a space heater that is thermostatically controlled and shuts off when a certain temperature is reached.
- Turn off the unit when the area being heated is not occupied.
- Keep unit in good working condition. Do not use if it has missing guards or controls.