



WESTERN CONNECTICUT STATE UNIVERSITY

GUIDELINES FOR THE USE OF SPACE HEATERS

PROCEDURE [S-119](#)

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Please direct any questions or comments about the applicability of this document to  
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## 1.0 INTRODUCTION

The WCSU Environmental and Facilities Services Department recognizes that individuals have different levels of comfort associated with temperature and heat, and that many of the University's older buildings' temperatures are difficult to regulate. To that end, while the use of electric space heaters is not encouraged due to the increased risk of fire and electrical overload, the use of electric space heaters as a temporary measure is permitted as long as the following guidelines are adhered to.

## 2.0 SPECIFICATIONS

- Space heaters must be electrically powered. Kerosene, LPG and similarly fueled heaters are not permitted.
- Heaters must not exceed 15 amps, 110 volts of electrical rating.
- All space heaters must be UL (Underwriters Laboratory) listed.
- Space heaters must have a thermostat that shuts the unit off when temperature is reached.
- Space heaters must have a tip-over shut down feature. If heater is knocked over, the unit must automatically shut down.

## 3.0 GUIDELINES

- Space heaters must be plugged into a wall outlet, not an extension cord.
- Space heaters must be turned off when area is unoccupied.
- Space heaters must be located in plain sight.
- Space heaters must be kept at least 3 feet away from any combustible material such as waste cans, curtains, and files.
- Nothing should ever be placed on top of or in contact with space heaters.
- Space heaters are not permitted in residence halls.
- Cooking appliances must never be used for space heating.
- Space heaters must not have any exposed heating elements.

## 4.0 RECOMMENDATIONS

- Radiator type, oil filled with dual thermostats and power settings – These units have very low power draw and produce a uniformly heated space (no hot spots) and there is little chance of contact hazard.

The WCSU Environmental and Facilities Services Department is not responsible for the purchase of the recommended units and reserves the right to inspect and declare “unapproved” any space heater that does not comply with these requirements or by virtue of its installation creates a hazard or is inappropriate to a particular location, based on specific circumstances, code, and/or other legal requirements.

Your cooperation with these guidelines will increase your comfort and not compromise your safety while at WCSU.