Standard Operating Procedure (SOP)			
Title: **Use of Space Heaters in WFUHS Facilities**			
Approved by:		*Effective Date:*	January 17, 2007
David A. Brown,		*Revised Date:*	
Director, EH&S		*Section:*	**FIRE**

PURPOSE

To establish guidelines for the authorized use of space heaters within WFUHS facilities.

SCOPE

These guidelines apply to all WFUHS faculty/staff and to all owned and leased facilities.

GENERAL

The function of a space heater is to supply supplemental heat to a small space for a short period of time. WFUHS Engineering should be contacted to increase the heat to the area in question on a permanent basis.

AUTHORIZED USE

Prior to purchasing a space heater to utilize as temporary, supplemental heat, WFUHS Engineering must be notified (mandatory). Engineering will ensure the electrical circuit will not become overloaded in the area of intended use. If Engineering determines that the use of a space heater is allowed, the following guidelines apply:

- The space heater must:
  - be UL listed
  - be free of manufacturer recalls
  - never be used in a laboratory or any setting where flammables or oxidizers are present
  - be plugged directly into a hard-wired electrical wall outlet *(extension cords and power strips are not authorized)*
  - be positioned a minimum of 3' from any combustible material
  - have a thermostat
  - have a safety "tip-over" shut-off
- While in use, the unit must be continuously supervised and never left running while unattended
- Liquid-fueled space heaters of any type shall not be used. Salamander/Torpedo heaters for internal construction projects will be evaluated on a case-by-case basis.

CONTACT INFORMATION:

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- WFUHS Engineering: 716-4351