

## Salt Lake Community College Space/Portable Heater Rules

The use of portable/space heaters is prohibited on all Salt Lake Community College campuses. The State of Utah has banned the use of portable/space heaters in all state-owned buildings such as ours. The only exception is those with a note from a Utah, licensed physician verifying that a medical-related condition requires a change in the standard room temperature. The physician's note must be turned in to Human Resources in order for an exception to be made. Human Resources will contact facilities and a space heater will be approved for their use, in accordance with the conditions listed below.

The use of an approved space heater must meet the conditions outlined below:

- Portable heaters are to meet the following minimum requirements:
- Heaters are to be electrically powered only and UL listed.
- Heaters are not to exceed 900 Watts
- Heaters are to have a thermostat to shut off the heater when the desired temperature is reached.
- Heaters having exposed or visible heating (red-hot) elements are not to be used.
- Heaters are to have automatic safety switches that turn the unit off if tipped over.
- Heaters are to be clean and free of dust.
- Cords are to be in good condition, not cracked or frayed.

Portable heaters are to be used according to the following requirements:

- Heaters are to be located on the floor.
- No items are to be stored on the heater.
- A minimum of 3 ft. clearance is to be maintained between the heater and any combustible material.
- Heaters are not to be placed near central heating system thermostats.
- Heaters shall not be operated in areas where flammable vapors are present.
- Heaters are to be plugged directly into an electrical outlet. Extension cords and power strips are not to be used.
- Heaters are to be unplugged when the room or area is unoccupied.

If there is a problem with the central heating system, contact Fix IT (801-957-3911) for correction of the condition.

If a building has electrical problems or other life-safety issues, campus authorities may restrict portable heater use in the building.