



Environmental Health & Safety

Oklahoma State University



SPACE HEATER REQUEST MANUAL

Environmental Health and Safety | University Health Services Suite 002 | Stillwater, OK 74078 | (405) 744-7241 | www.ehs.okstate.edu

Reviewed and Revised October 2018

Status

Contact(s)	Implementation Date	Comments
Jerry Petre, EHS	September 2017	Manual updated
Sharlie Doty, EHS	October 2018	Gramatical changes made

Procedures

The use of portable space heaters on the OSU campus is highly discouraged due to the increased risk of fire and the increased energy required to operate them. Portable space heaters should not be used to replace a building's fixed heating system.

How to request an evaluation for the use a portable space heater:

1. Submit a request through the Facilities Management Customer Portal.
 - a. Problem code should be: "Scheduling of Building Mechanical Systems, Heating, Ventilation and Air Conditioning (HVAC) by Energy Managers."
 - b. Request description should read: "Evaluate office area for possible need for space heater."
 - i. Energy Management will evaluate work area and determine if heating conditions are within normal operating parameters.
 - ii. The request may then be forwarded to Facilities Management O&M to ensure that the building's HVAC system is working properly.
2. If it is determined that the work area does require supplemental heating, the request will then be forwarded to Environmental Health and Safety (EHS) to determine if it is safe to operate a portable space heater.
3. If the work area is determined safe for space heater operation and the proper space heater is obtained, the University Fire Marshal will grant a permit for space heater operation.
 - a. This permit will be issued for a 6 month period (see attachment 1).
 - b. This permit may be revoked at any time due to non-compliance with the requirements listed below.

Portable space heater requirements:

1. ***Portable space heaters are not allowed in residence halls.***
2. They must be UL (Underwriters Laboratory) listed or FM (Factory Mutual) approved.
3. Heaters must be plugged directly into an approved wall receptacle.
 - The use of extension cords or surge suppressors is not authorized.
 - Receptacles installed in cubicles are not considered to be an approved wall receptacle.
4. Heaters must be located more than 36 inches away from combustible materials such as paper, furniture, clothing, curtains, etc.
 - Zero clearance space heaters are preferred.
5. Heaters must be located in plain sight and clearly visible on the floor.
6. Heaters cannot be placed in high traffic areas.
7. Heater cords shall not be placed under carpets or paper, or across aisles or other walking paths.
8. Nothing shall be placed on the heater.
9. Only electric heaters may be used; gasoline, kerosene and propane heaters are not permitted.
10. Heaters must be capable of automatic shut-off if tipped over.
11. The heating element cannot exceed a temperature of 212°F (100°C).
12. Heaters must be turned off and unplugged when the area is not occupied.
13. Heaters must be inspected regularly by the operator for any damage to the unit or the cord.
14. All portable space heaters are subject to inspection and approval by the University Fire Marshal or designee.

The Environmental Health and Safety Department, through the University Fire Marshal, reserves the right to inspect and declare any space heater "unapproved" if it creates a hazard or is inappropriate for a particular location based on specific circumstances, codes, and/or legal requirements.

Exceptions may be granted to accommodate medical conditions that require supplemental heating.

Attachment 1

Oklahoma State University Environmental Health & Safety

University Health Services, Suite 002 Stillwater, Oklahoma 74078 405.744.7241



PORTABLE SPACE HEATER PERMIT APPLICATION

Date of request: _____ Name: _____
Building: _____ Office #: _____
Make and model of space heater: _____

Does the unit meet the following criteria:

UL Listed or FM approved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Capable of shutting off when tipped over?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Capable of being plugged directly into a wall receptacle?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Greater than 36 inch clearance from combustibles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cord properly routed as to not cause a trip hazard?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Daily operation requirements:

Operator should inspect the heater and cord for any damage and proper operation, if any damage is found or heater is not operating properly operator should stop using the space heater. Heater must be turned off and unplugged when office is not occupied.

University Fire Marshal Inspection:

The office space and heater was inspected and application approved _____ permit will expire on _____.

The following exceptions were granted: _____

Signature: _____

Environmental Health and Safety Department through the University Fire Marshal, reserve the right to inspect and declare any space heater "unapproved" if it creates a hazard or is inappropriate for a particular location based on specific circumstances, codes, and/or legal requirements.