

November 2022

OVERVIEW OF FACT SHEET

A space heater is defined as an appliance that warms a small area, such as one room, typically by radiant electric heat. For the purpose of the Space Heater Use, this also includes items such as but not limited to electric blankets, pads, “foot warmers” and similar products that produce heat from an electrical source.

Did you know that heating equipment is one of the leading causes of fires?



The Environmental Health and Safety (EHS) Office reminds everyone that use of a portable space heater is strongly discouraged and they are strictly prohibited from use in laboratory areas or other areas where chemicals or combustible materials are stored.

If you have any questions regarding space heaters, please contact the [Environmental Health and Safety Office](mailto:safety.charlotte.edu) (safety.charlotte.edu) at 704-687-1111.



Space Heaters

AUTHORIZATION

- Prior to bringing a space heater on campus, the Environmental Health and Safety (EHS) office must authorize the use of a space heater. Facilities Management must be contacted to evaluate the HVAC system and if necessary adjust the temperature in your work space.
- If the temperature cannot be adjusted to adequate levels (68° F – 76° F) or you have a medical condition, please submit a Fire and Life Safety Space Heater Service request to the EHS office. To access the Safety Service requests form, please [click here](#).
- The EHS office will evaluate space heater requests, to determine if the work environment temperature can be adjusted to adequate levels (68° F – 76° F) or if a space heater can be authorized for supplemental heat.

SAFETY REQUIREMENTS

- All space heaters must be Underwriter’s Laboratory (UL) or Factory Mutual listed. Check the space heater bottom for a label. “Household Use Only” space heaters are not permitted. Space heaters are not permitted in laboratory areas. Fuel-fired space heaters shall be for Non-Office Use Only.
- All manufacture requirements must be followed.
- Space heater must be ceramic or another approved cool surface heater.
- Space heater must be small and compact weighing no more than 10 pounds.
- Only electric –powered space heaters with non-frayed electrical cords may be used.
- All space heaters must be equipped with an automatic shut off device in the event a heater is tipped over or overheats.
- **Space heaters must be turned off or unplugged when you leave the office for extended periods.**
- A clear area of three (3) feet in all directions of the heater must be maintained and in accordance with the clearances shown on the approval agency label.
- **Never plug a space heater into a power strip or extension cord. Space heaters must be plugged directly into an electrical outlet.**
- The space heater must be clean and free of dust.
- DO NOT run the space heater’s power cord under a floor mat, rug, or carpet.
- The use of space heaters with hot surfaces or unsealed heating elements is prohibited in state facilities.

Approved



Example #1



Example #2

Not Approved

