



DEPARTMENT OF THE ARMY
PARKS RESERVE FORCES TRAINING AREA
BUILDING 620, 6TH STREET
DUBLIN, CA 94568-5201

IMWE-CST-PSO

6 September 2011

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel and Tenant Organizations and Training Units

SUBJECT: Parks RFTA Policy Letter #18, Portable Space Heaters

1. REFERENCE:

- a. AR 385-10, the Army Safety Program, 27 August 2007/RAR 3 September 2009.
- b. AR 420-1, Army Facilities Management, 8 February 2008/RAR 28 March 2009.
- c. Parks RFTA Regulation 420-1, Fire Prevention, 14 March 2005.

2. PURPOSE. To establish procedures for obtaining approval to use a portable space heater inside a Parks RFTA facility.

3. APPLICABILITY. This policy applies to all Civilians, military personnel, (including contractors, tenant organizations) occupying space in a Parks RFTA facility.

4. POLICY. The use of portable space heaters on the installation is prohibited except when explicitly approved on a case by case basis by the Directorate of Public Works, and Parks RFTA Fire Department. Portable space heaters consume excessive amounts of energy and pose a significant risk of fire. Case by case approvals will take into consideration the following:

- a. Energy requirements, facility wiring, and load capabilities.
- b. Overall heater condition, type, contents of facility, and presence of safety features such as element guards and an automatic shut off.
- c. All heaters must have been tested by a recognized testing company such as Underwriter Laboratories (UL). The testing company approval must be physically stamped into the heater.

5. Approvals will designate specific heaters by serial number and will be approved for specific locations by building number and office. **HEATERS MAY NOT BE RELOCATED WITHOUT A NEW WRITTEN APPROVAL.**

6. Once a heater is approved, operators must strictly adhere to the following:

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- a. All heaters must be turned off and unplugged from wall receptacle when not attended (in the immediate vicinity).
 - b. All heaters must be kept a minimum of three feet away from combustible materials.
 - c. Never place any materials on any part of a heater or heater flexible electric cord.
 - d. Portable heaters may not be used in conjunction with any extension cords or surge protectors. Portable space heaters must be plugged directly into a wall outlet.
7. Oil filled radiator type portable space heaters must also be pre-approved in writing based on the electrical requirement and available power at specific locations, and are not exempt from this policy.
8. Portable gas or liquid fuel heaters are not approved for use inside any Parks RFTA facility.
9. Infrared-red heaters, construction, garage, direct-indirect wall furnace, RV heater or fireplace type space heaters must be pre-approved in writing based on electrical requirement and available power at specific locations, and are not exempt from this policy.
10. Personnel requesting approval for use of a portable space heater will do so by completing the request form enclosed- PORTABLE SPACE HEATER USE REQUEST. Submit the form to the Parks RFTA DPW work order section. Once approved by DPW the request is reviewed by the Parks RFTA Fire Department. Upon approval by the Fire Department, bring the request form to the Installation Safety Office for an approval number. Keep the original in the immediate vicinity of the approved heater location.
11. PROPONENT. The proponent for this policy is the Parks RFTA Installation Safety & Occupational Health Office at (925) 875-4681.



DAVID R. JAMES
LTC, LG
Commanding

Encl: Parks RFTA Portable Space Heater Request

**Enclosure
Parks RFTA Portable Space Heater Request**

REQUEST NUMBER _____
(Assigned by the Installation Safety Office)

REQUEST TO USE THE FOLLOWING PORTABLE SPACE HEATER IAW PARKS RFTA POLICY #18.

INFORMATION OF PERSON MAKING REQUEST:

NAME _____
TELEPHONE _____
EMAIL _____
TENANT UNIT/DIRECTORATE: _____
PHYSICAL LOCATION (BLDG # AND OFFICE ROOM#) HEATER IS TO BE USED _____

HEATER INFORMATION:

MANUFACTURER _____
MODEL NUMBER _____
SERIAL NUMBER _____

PARKS RFTA DPW

1) LOCATION REQUESTED

PARKS RFTA DPW (CONTRACTOR): Circle

- a. ELECTRICAL REQUIREMENTS: MEETS / DOES NOT meet electrical requirements.
- b. RECOMMEND Approval / Disapproval

**Name and Signature of DPW Contractor who inspected electrical requirements
MUST BE LEGIBLE**

Name: _____

PARKS RFTA FIRE DEPARTMENT

2) INSPECTION OF THE REQUESTED HEATER

PARKS RFTA FIRE (INSPECTOR): Circle

- a. An inspection of the requested heater and location was completed on: _____ (date)
- b. MEETS / DOES NOT meet Fire Prevention Requirements.
- c. RECOMMEND Approval / Disapproval

**Name and Signature of Fire Department Inspector who inspected Heater and Facility
MUST BE LEGIBLE**

Name: _____

PARKS RFTA INSTALLATION SAFETY OFFICE

3) HEATER REQUEST IS: APPROVED /DISAPPROVED

(Completed by Installation Safety Office)

**Name and Signature of Safety official
MUST BE LEGIBLE**

Name: _____

Note: A separate request is required for each specific portable space heater. **Approved requests must be kept in the immediate vicinity of the approved location** and available upon request of fire and safety personnel. For questions on this form please contact the Parks RFTA Installation Safety and Occupational Health Office at (925) 875-4681.