

<b>Policies of the University of North Texas at Dallas</b>	Chapter 15
<b>15.002 Use of Portable Electric Space Heaters Policy</b>	<b>Risk Management</b>

**Policy Statement.** It is the intent of the University of North Texas at Dallas (UNTD, UNT Dallas, University) to control room temperatures using the existing building systems in order to maximize energy efficiency, minimize costs, reduce emissions, and increase the safety of building inhabitants. Therefore, personal space heater use is limited, and their use is governed by this University policy.

**Application of Policy.** All University buildings, except Residence Halls.

**Definitions.**

1. **Space Heater.** “Space Heater” means a device used to heat a small area such as a room or office space.
2. **University Member.** “University Member” means faculty, staff, students, and administrators. “University Member” also means individuals on University property such as community members or volunteers.

**Procedures and Responsibilities.**

1. If the temperature of a room feels uncomfortable, a University Member should contact Facilities so that Facilities can adjust the temperature via the building systems.

**Responsible Party:** University Member; Facilities

2. If Facilities adjusts the temperature via the building systems and a University Member still feels cold and wishes to use a personal space heater, the space heater must comply with the following specifications:
  - a. Be 1500 Watts or less;
  - b. Be electric and not produce any flames or fumes;
  - c. Have functioning “tip over” turn-off protection;
  - d. Have functioning thermostatic control to prevent overheating;

- e. Have a seal indicating that the heater was independently tested in a Nationally Recognized Testing Laboratory or Facility (such as Underwriter Laboratories (UL)) before sold;
- f. Have a cord that is in good condition and not frayed;
- g. Cannot have exposed heat coils unprotected by a heat grate or screen;
- h. Cannot say “for household use only.”

Responsible Party: University Member

- 3. Before using a personal space heater, a University Member must have the space heater inspected and approved by UNTD Risk Management Services (RMS). If approval is granted, RMS will place an approval sticker on the space heater. In addition, before using a personal space heater, a University Member must read and comply with the manufacturers’ operating instructions.

Responsible Party: UNTD Risk Management Services; University Member

- 4. If the personal space heater is approved by RMS, the space heater must:
  - a. Never be operated near or under (within 36 inches) any flammable materials, including but not limited to office furniture, window coverings, coat racks, paper, trash/recycling bins, dusty areas, explosive vapors, etc;
  - b. Never be left on while unattended;
  - c. Never be used in a storage or retail area;
  - d. Be plugged directly into an electrical wall outlet and not be plugged into an extension cord of any kind;
  - e. Be placed on a flat, solid surface;
  - f. Be kept out of the way of foot traffic and never block an exit;
  - g. Be kept out of and away from water and damp environments;
  - h. Be turned off and unplugged when not in use;
  - i. Be turned off and unplugged when the University Member exits the room.

Responsible Party: University Member

- 5. If a University Member no longer uses their approved personal space heater, they must notify RMS. If a University Member wishes to use a different personal space

heater in lieu of their already-approved space heater, the University Member must notify RMS of the replacement and have the replacement approved.

Responsible Party: University Member

6. RMS reserves the right to verify personal space heater use in order to ensure that inventory is correct and to ensure that only a certain number of space heaters are used on each floor due to circuit breaker limitations.

Responsible Party: UNTD Risk Management Services

7. If a University Member is found to be in non-compliance with this policy, RMS reserves the right to remove the heater.

Responsible Party: UNTD Risk Management Services

**References and Cross-references.**

- Residence Hall Handbook
- State Fire Marshall Standards

Approved: 1/6/2020

Effective: 1/6/2020

Revised: