

# Portable Space Heater Safety Guidelines

Portable space heaters are the top cause of fire death from home heating equipment.

# Guidelines

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- If you have an issue with the heating system in your office, Submit a Work Order with Facilities Management to address the problem.
- If you need to use a space heater, consult with **Facilities Management FIRST**.
- Whether at home or at work, when using a space heater follow the following guidelines:

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- ▶ Choose a space heater that automatically shut off if the unit is knocked/tipped over, especially if you have pets or children.



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- ▶ Plug the space heater directly into a wall outlet. **Do not use an extension cord.** The heater's energy demand is too high and the extension cord can short circuit.



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- ▶ Keep the unit at least 3 feet away from any combustible materials such as papers.
- ▶ Place unit in a location where it is not touching any other objects.



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- ▶ Use a space heater that is thermostatically controlled and shuts off when a certain temperature is reached.
- ▶ Turn off the unit when the area being heated is not occupied.

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- ▶ Keep unit in good working condition. Do not use if it has missing guards or controls.