

PLY
Space Heaters

Sept 20 2013



For use by HMS Building Managers

Space Heater – Implementation Guideline

The use of space heaters is not permitted in Vanderbilt Hall, HIM, NRB, HSDM-REB or any laboratory space. The use of space heaters is discouraged, however, space heaters may be authorized in extreme cases in other HMS building locations. Those extreme cases are identified after exhausting all of the alternatives available from the building HVAC system or other building systems (ie. windows, insulation, flooring).

A survey of the requested area must be completed by both the Building Manager and the EH&S/EH&E representative.

A Request for Authorization (RFA) must be completed, to include the alternatives evaluated and the endorsement of EH&S/EH&E.

The space heater must be approved by HMS Facilities for use. An asset number shall be assigned, and a PM established for April 15th and October 15th inspection/re-authorization & deployment/collection/return.

The Building Manager will provide orientation in the proper set-up and use of the heater. A permit will be affixed to the heater cord. Heaters will be collected or removed at the first opportunity after April 15th.

A copy of the safe practices shall be signed by the user and retained by HMS Facilities.



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HMS Space Heater Safe Practices

1. Keep the heater at least three feet from drapes, furniture, walls and other combustibles
2. Place the heater on a level, hard and non combustible surface, not on a rug, carpet or near fabric such as drapes.
3. Place the heater in an open area, not under a desk.
4. Turn the space heater off and unplug the unit when leaving the area unattended.
5. Clean the unit periodically from dust by vacuuming the grill area.
6. Heaters are for heating space not drying clothes or hair.
7. Contact 2-1901 immediately when you encounter an unexpected odor, noise or the electrical cord is hot to the touch.

I have read the safe practices above and understand my obligation to conform for my safety and those around me. I understand that failure to comply will result in immediate removal of the heater.

Name

Date

Heater Asset Number: _____

Electrical Outlet Number _____

Facilities Group Procedure

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Implementation Rollout

1. Building Managers should report in on the space heaters currently deployed in their area
2. We will make every effort to address the temperature issue before authorizing a space heater
3. Space heaters will have asset numbers
4. Permits will be issued by HMS Facilities only
5. The use of extension cords is not permitted. We may have to add an electrical outlet to accommodate the heater location. That should be considered in the evaluation.
6. We may have to provide some hard, fireproof material to cover the carpet where the heater will reside
7. A permit will be issued
8. The Building Manager must return a "Safe Practices" document signed by the responsible Department person.
9. Yes, we will re-evaluate each year. I expect to target permanent HVAC system resolutions for each space heater as time goes on.
10. Space heaters without permits will be confiscated by us or removed from HMS premises by the device owner