

DRI Space Heater Policy

The purpose of a space heater is to provide temporary heat to a small space for a short period of time. Keep in mind that the use of space heaters can interfere with the normal heating system thermostats causing uncomfortable conditions for people in other areas of the building. They also cause an energy drain contributing to higher utility costs.

Before deciding to use a space heater, contact Facilities to see if they can adjust the heat in your area. If that doesn't work, an electric radiant under desk heater should be considered as your first choice for personal heat. These units (links to some example below) do not present the fire hazards associated with space heaters and use much less energy to operate.

If space heaters are used the following requirements are mandatory:

- Any space heater must be UL approved and labeled accordingly
- Space heater must be plugged directly into a wall receptacle
- Space heater must be electrically powered.
- Space heater must have a tip-over shut off switch.
- Space heater must have a thermostat to regulate heat output.
- Space heater must be rated for no more than 1500 watts.
- Space heater must have a clearly and permanently marked on and off switch.
- Space heater must be kept at least 3 feet away from combustibles, such as files, curtains and clothing.
- Space heaters must be turned off and unplugged when the room is not in use.
- Space heaters must be kept in good working condition with no frayed or damaged cords, missing or damaged guards or controls.

DRI Facilities and EH&S reserve the right to inspect and declare "unapproved" any space heater that can create (or is creating) a hazard, does not meet the conditions of this policy, or does not comply with any regulatory standard. Heaters that are found to not meet these conditions will be taken out of service immediately.

Example of a Radiant Heater to use instead of a space heater

QMARK #202slb 120vac 170w model Grainger # 1DKW3
<http://www.grainger.com/Grainger/QMARK-Electric-Radiant-Heater-1DKW3>

Thermostat control for under desk heaters Grainger # 2E817
<http://www.grainger.com/Grainger/COLUMBUS-ELECTRIC-Line-Voltage-Thermostat-2E817>