

Policies and Procedures Handbook

Illinois Institute of Technology

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Subject: Space Heaters Management

Page 1 of 2

I. Conditions of Authorized Use

The use of space heaters is **not** allowed in Residence Hall Buildings.

The compliant use of electric space heaters is permitted, as a temporary measure in non-Residence Hall Buildings, if the Facilities Department has been notified, in advance, of the existence of the heater and a representative of the Facilities Department has verified that (i) use of the space heater will not overload the electrical circuit to be used, (2) the need for heat cannot be met by adjusting the building HVAC system, and (3) there are no obvious violations of the safety procedures of this policy. To notify the Facilities Department, please e-mail campussustainability@iit.edu or call 7-3320.

Any heater found to not be in compliance with the terms of the policy is subject to confiscation.

II. Safety Terms

Once use of a space heater has been authorized pursuant to Section I above, the user must comply with all of the following safety procedures:

1. Space heaters with open, or “glowing”, coils are not allowed.
2. The space heater is kept away from any combustible material by a distance of three feet or the manufacturer’s requirement, whichever is larger. Nothing is ever placed on top of or touching the space heater.
3. The space heater is **always** turned off when the area being heated is not occupied.
4. The space heater is plugged directly into a wall outlet. Do not use extension cords or power strips because of the risk of overheating and possibly catching fire.
5. The space heater is in plain sight, i.e. not under or behind any furniture.
6. Space heaters of any type are prohibited in laboratories.
7. All heaters must be Underwriters Listed or Factory Mutual approved for their intended use and have the following features or the unit must be replaced:

- Heaters must have a thermostat to automatically cycle the heating element when the desired temperature is achieved.
- Heaters must have a tip-over automatic shut down feature.
- Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately.
- If it has any exposed metal parts, it must have a grounded three-pronged plug
- It must not take more than 1,500 watts to operate
- A space heater with an open grill must have a fan forcing air through the grill.