



Space Heater Guide

Your office is cold and you are thinking of purchasing a space heater?

- Space heaters are prohibited in residence halls.
- Generally, they are not allowed in university buildings. If your work area is too cold, first submit a work request to Facilities Management to check the heating system for proper operation.
- If the system cannot provide sufficient heat consider options such as heated foot warmers that fit under your desk (must be UL approved or equivalent)
- If you must use a space heater, order it through the Facility Management Warehouse via a work request at workor@wm.edu or 221-2270.

Space heaters must have the following features:

- Be approved and listed by a nationally recognized testing agency (e.g. UL listing)
- A tip-over switch that shuts it off automatically if the heater accidentally turns over
- An element guard to prevent burns
- An operational thermostat that shuts the heater off when the pre-set temperature is reached
- An indicator light indicating that the heater is plugged in or it is turned on
- Oil-filled radiator space heaters are the preferred model



Space heater users must:

- Read and follow the manufacturer's operating instructions
- Keep portable space heaters at least 3 feet from combustible materials such as paper, furniture, and curtains - items near a space heater can catch fire without touching it!
- Check and inspect your space heater periodically
- Plug the space heater directly into electrical wall outlets
- Use heaters on the floor, not on furniture
- Do not use heaters in wet or moist places
- Keep the power supply cord away from high traffic areas to prevent cord damage and trip hazards
- Turn off space heater at the end of each workday

MISUSE OF A SPACE HEATER creates a risk of fire or burn injuries!