

So you want a space heater in your office? **Before purchasing a space heater or contacting Emergency Management & Safety Services (EMSS) for a tag, it is your responsibility to first submit a “cold call/temp check” work order request to Facilities at 940-565-2700 or facilities.unt.edu (Click on “Request Service”).** After submitting the work order, save the provided work order number.

After you submit a work order, Facilities will perform an on-site evaluation to see if the temperature in your workspace can be adjusted so that a space heater may not be needed.

If your area is still cold after Facilities performs an evaluation (and you would still like a space heater), complete the following steps:

1. Submit a second work order request to Facilities at **940-565-2700** or facilities.unt.edu to have the Electrical Shop evaluate the circuit/outlet to be used for the space heater
2. Save the provided work order number
3. Wait until Facilities confirms whether or not the circuit/outlet may be utilized for a space heater

If both work orders have been closed – and Facilities has approved the circuit/outlet for space heater use – the requester can contact the EMSS Fire & Life Safety Office at Chris.Cooper@unt.edu to request a space heater inspection. In your emailed request, you must include the two work order numbers. The Fire & Life Safety Office will work with you to set up an appointment for a space heater inspection and to tag the heater (if approved).

The space heater you choose must adhere to the UNT Risk Management appliance policy. The policy specifies the following requirements for space heaters:

1. 250 Watts maximum
2. Electric only
3. Tip over cut – off protection¹
4. Space Heater must have a seal of an independent testing laboratory²
5. Facilities must evaluate and approve the HVAC and Electrical system to ensure the circuitry will support space heater use
6. The space heater must be inspected and approved by the EMSS Fire & Life Safety Office to ensure the space heater meets these requirements

During space heater use, the following procedures must be followed:

- The space heater must be plugged into the wall. The heater cannot be plugged into an extension cord of any kind.
- The space heater must NOT be operated under or near combustible materials.
- The heater must be placed on a solid, flat surface.
- Space heaters must be used out of the way of foot traffic. Likewise, heaters can NEVER block an exit.
- Turn off and unplug a space heater when leaving the room.

Questions? Contact the UNT EMSS Fire and Life Safety Office at Chris.Cooper@unt.edu or **940-369-6436** or **x6435**.

Between 2014 and 2018, a vast majority of home heating fire deaths (81%) involved space heaters.



¹ Heaters with “safety cut-off” or “over heat cut-off” do not necessarily meet the criteria. Heaters must have a tip-over safety feature.

² Have a mark from a nationally recognized testing laboratory showing their Listing or Approval [common marks include Underwriters Laboratories (UL) or FM Global Technologies (FM)]. Other nationally recognized testing laboratories may certify these products. The standard used to investigate space heaters is ANSI/UL 1278. If the testing laboratory mark is other than one of the marks shown below, look for the ANSI/UL 1278 marking. All laboratories will cite the ANSI/UL 1278 standard.