

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 submit 2 separate work orders to Facilities for temperature and electrical site surveys.**

Call Facilities at 940-565-2700 or [facilities.unt.edu](https://facilities.unt.edu) (Click on "Request Service"):

1. Request a "cold call/temperature check" for the area where the space heater would be
2. If the office temperature is still too cold, request a separate work order for an Electrical site survey at your site where the space heater would be. Wait until Facilities confirm that the circuit/outlet may be utilized for a space heater

*Keep both work order numbers as you will need them for the EMSS Space Heater tag request*

When the work orders have been closed the requester can submit a Space Heater request to EMSS at <https://emergency.unt.edu/space-heater-safety>. An EMSS team member will contact you to schedule a day/time to tag the Space Heater.

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 protection<sup>1</sup>
4. Space Heater must have a seal of an independent testing laboratory<sup>2</sup>
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 you leaving the room.

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



**Questions?** Contact the UNT EMSS Fire and Life Safety Office **940-369-6436** or x6435.

<sup>1</sup> Heaters with "safety cut-off" or "over heat cut-off" do not necessarily meet the criteria. Heaters must have a tip-over safety feature.

<sup>2</sup> 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.