

Guidelines For The Use of Space Heaters

The University of South Alabama recognizes that individuals have different levels of comfort associated with temperature and heat. We understand that some areas are more difficult to heat than others. In areas where this problem exists the temporary use of electric space heaters may be permitted if the following guidelines are followed:

- Fuel powered (propane, kerosene) space heaters are not permitted. Space heaters must not take more than 110 volts.
- Any space heaters used must be UL (Underwriters Laboratory) approved.
- Approved space heaters must be fan driven. Space heaters with heated coils are not permitted.
- Space heaters shall have a thermostat that shuts off when a certain temperature is reached.
- Space heaters shall have a tip-over shutdown feature.
- Space heaters must be plugged into a wall receptacle. Extension cords shall not be used.
- Space heaters with wattage controls shall not be set above 1500 watts.
- Space heaters without manual controls shall not be more than 1500 watts.
- Space heaters must always be turned off and unplugged when the area being heated is not occupied.
- Space heaters must be kept at least 3 feet away from combustible materials.
- Nothing shall be placed on top of space heaters.
- Hot plates and toaster ovens should never be used for space heating.
- Space heaters are not allowed in labs where chemicals are used.

The University of South Alabama Safety and Environmental Compliance Department reserves the right to inspect and declare as “unapproved” any space heater that creates a hazard or is inappropriate to a particular location based on specific circumstances, code or legal requirements.

Guidelines For The Use of Coffee Makers

- Coffee makers that are brought into service should be equipped with an automatic shut off device.
- Unplug coffee maker when leaving the office.
- Do not place coffee makers near combustible materials such as paper towels, cloth, etc.