



Campus Administrative Policy

Policy Title: Space Heaters Policy and Procedures (OPP: 103-105)

Policy Number: 3081 Functional Area: **General Administration**

Effective: February 22, 2018
 Date Last Amended/Reviewed: November 1, 2017
 Date Scheduled for Review: July 1, 2025
 Supersedes: Space Heaters (1993)

Approved by: David C. Turnquist
 Associate Vice Chancellor, Facilities Management
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 Campus Fire Marshal, Facilities Management
 Authority Having Jurisdiction for Fire and Life Safety
 (February 22, 2018)

Prepared by: Campus Fire Marshal
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Responsible Officer: Executive Vice Chancellor for Administration and Finance |
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Applies to: University of Colorado Anschutz Medical Campus
 University of Colorado Denver
 University of Colorado South Denver Location

A. POLICY STATEMENT

Space heaters are often used for comfort heating in offices on the campus. This document is intended to provide information as to the types allowed and not allowed, as well as general guidance on use of the heater.

Note: Prior to buying or installing space heaters, we suggest that you contact the Customer Service Center at (303) 724-1777 to check your heating system. Your area may only need an adjustment of the heating/cooling units.

B. PURPOSE

To establish a policy for safe use of space heaters on campus property.

C. PROCEDURES

Portable heating units must meet the following requirements:

Typically, all electrical space heaters with water/oil fluid-enclosed elements or “radiant” heaters are allowed if they meet the other guidelines in this document. Heaters with hot elements, similar to the glowing wires in a toaster, are **ONLY** allowed if the element does NOT glow red-hot.

(Note that some newer units have the heater element enclosed in a ceramic medium, and therefore no red-hot wires are seen. These newer units are now considered acceptable). Units with glowing red-hot elements, even with element guards, are a greater potential fire risk and they must be removed from the campus.

It is the responsibility of the individual department to purchase space heaters. These units can be purchased at most of the large hardware/home supply stores.

1. Should you need a heater examined for acceptance to these requirements, contact the Campus Fire Marshal at (303) 724-0293.
2. Ensure adequate space from combustible materials around the heater, per the manufacturer’s instructions. Heaters are not to be placed in areas in which flammable or explosive vapors could be found.
3. Heater units should be standard voltage (110 v), and the heater cannot be rated for more than 1500 watts.
4. The heater must be Underwriter’s Laboratory (UL), or equivalent, listed. (Note that this is marked on the heater).
5. The heater must have integral temperature control. It is preferable to have both over-temperature shut-off and tip-over shut-off.
6. All heater controls, including “Power On” and “Power Off” must be clearly and permanently marked.
7. Plug the heater directly into an electrical outlet. **DO NOT USE POWER STRIPS OR EXTENSION CORDS.**

We advise that the heater should be unplugged when not in use.

Please contact the Campus Fire Marshal for questions or concerns (303) 724-0293.

Notes

1. Dates of official enactment and amendments:
1993: Adopted/Approved by Associate Vice Chancellor for Facilities
February 22, 2018: Revised
December 18, 2019: Reformatted
2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: 1993
4. Cross References/Appendix:
 - [2015 ed. International Fire Code](#)
 - Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety