



All Portable Electric Space Heaters used on university property:

- Shall be identified with the Underwriters Listed (UL) and/or Factory Mutual approved certification markings.
- Shall be equipped with thermostat, overheat protection, and tip over shut-off safety features.
- Shall be kept a minimum of 3 feet (36 inches) from all combustible materials e.g. file cabinets, desks, trash cans, paper boxes, etc.
- **NEVER** use heaters under desks or other confined/enclosed areas.
- Heaters must be unplugged during non-business hours and turned off when you temporarily leave the area.
- **NEVER** operate a heater in sleeping rooms.
- Plug into receptacle directly. **NEVER** plug into an extension cord and never run electrical cord through walls, ceilings, and under carpets.
- Heaters missing guards, control knobs, feet, etc. shall be removed from service immediately.
- Keep space heaters away from exit ways, walkways, and paths of travel/egress.
- Do not use heaters in wet areas like bathrooms or kitchens or where small children or animals are expected in the area.
- Open-coil space heaters are **NOT** permitted in any university buildings (Figure 1).
- Space heaters of any type are prohibited in laboratories or where volatile chemicals or gases are used.
- Portable Electric Space Heaters operated unsafely may be confiscated by the Fire Marshal (NFPA 1, Fire Code, Section 11.5.3).



 Figure 1 Example of a coil space heater



 Figure 2 Example of an Oil-Filled Radiant Heater

When using university funds, all portable electric space heaters shall be purchased through the university's facilities storeroom (storeroom@ksu.edu or 785-532-2049) and shall be the oil-filled radiant type (Figure 2)

If you have questions, or need additional information,
contact K-State's Fire Marshal at 785.532.3473 for assistance.