

EASTERN MICHIGAN
U N I V E R S I T Y™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Critical Incident	Space Heaters	Dec. 12, 2014	A-35


Purpose

To clarify the Physical Plant procedure for the use of space heaters in University buildings, to minimize the risk associated with space heaters to the students, Faculty, Staff, and assets of Eastern Michigan University.

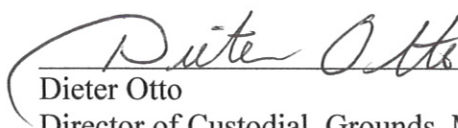
Procedure

- Portable space heaters are NOT permitted, unless pre-approved by the Physical Plant.
- To request an approval, fill out a space heater request form and submit to the Energy Utility Manager for review.
- Space heaters have been linked to hazards such as fires, indoor air pollution, and carbon monoxide poisoning.
- If you having heating issues, contact Physical Plant at (734) 487-1000

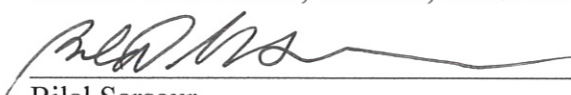
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Space Heater Request Form

Request Information

Employee Name: _____

Employee Number: _____

Department: _____

Building and Room: _____

Department Head/Supervisor: _____

Reason for Space Heater Request (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> I am always cold | <input type="checkbox"/> The heating system in my office is broken |
| <input type="checkbox"/> I like to be extra warm | <input type="checkbox"/> I have always had a space heater |
| <input type="checkbox"/> Cold air blows from the vent | <input type="checkbox"/> Other _____ |

- Request for a space heater does not guarantee approval for a space heater. Physical Plant will determine if a space heater will be authorized based on investigation. If it is determined that a space heater is required, the Physical Plant will determine the type and model of space heater.
- Space heaters purchased without prior approval will be denied.

Employee Signature

Date

Energy Manager Approval

- Approved
- Rejected

Comments:

Energy & Utility Manager Signature

Date