

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*