



**Environmental Health and Safety**  
December 2016

**OVERVIEW OF FACT SHEET**

Winter has arrived, let's be safe! The cooler temperatures often generate questions about the safe use of space heaters at the University of North Carolina at Charlotte.

Did you know that heating equipment is one of the leading causes of fire deaths?



The Environmental Health and Safety (EHS) Office reminds everyone that use of a portable space heater is strongly discouraged and they are strictly prohibited from use in laboratory areas or other areas where chemicals or combustible materials are stored.

If you have any questions regarding space heaters, please contact the [Environmental Health and Safety Office](#) at 704-687-1111.



# Space Heaters

Prior to using a portable space heater, please contact Facilities Management to evaluate your area and adjust the temperature. If a space heater is deemed necessary, please ensure the following:

- All space heaters must be Underwriter's Laboratory (UL) or Factory Mutual listed. Check the space heater bottom for a label. All manufacture requirements must be followed.
- Space heater must be ceramic or other approved cool surface heater.
- Space heater must be small and compact weighing less than 5 pounds.
- Only electric -powered space heaters with non-frayed electrical cords may be used.
- All heaters must be equipped with an automatic shut off device in the event a heater is tipped over or overheats.
- **Space heaters must be turned off or unplugged when you leave the office for extended periods (i.e., lunch, meetings, breaks, and when you leave the office for the day).**
- A clear area of three (3) feet in all directions of the heater must be maintained and in accordance with the clearances shown on the approval agency label.
- Never plug a space heater into a power strip or extension cord. Space heaters must be plugged directly into an electrical outlet.
- The space heater must be clean and free of dust.
- DO NOT run the space heater's power cord under a floor mat, rug, or carpet.
- Modular furniture electrical systems must be rated to accommodate the additional electrical load supplied to the heater.
- The use of space heaters with hot surfaces or unsealed heating elements is prohibited in state facilities.
- Keep space heaters away from areas with water such as bathrooms, custodial closets, etc.,
- All space heaters must be evaluated by EHS prior to use.
- Please contact EHS at [ehsoffice@uncc.edu](mailto:ehsoffice@uncc.edu) or 704-687-1111.

**Approved**



**Not Approved**



**GROUP DISCUSSION TOPICS:**

- What types of space heaters are approved at UNC Charlotte?
- What items should be kept away from space heaters?
- When should space heaters be turned off and/or unplugged?