

William Paterson University Policy

Functional Policy

SUBJECT:	Portable Space Heaters	TITLE:	Portable Space Heater Request Policy	
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>
Responsible Executive:	Vice President, Administration & Finance		Responsible Office:	Physical Plant Operations
CODING:	02-20-00-00-00	ADOPTED:		AMENDED:
			LAST REVIEWED: xx/xx/xx	

I. PURPOSE

The purpose of this policy is to define the University's response for a request to provide portable space heaters. This policy does not apply to an employee's personal property. This policy is administered and implemented by the Physical Plant Operations Department.

II. BACKGROUND

During the cooler part of year, Physical Plant Operations (PPO) strives to maintain minimum temperatures in habitable spaces above 68 degrees when buildings are occupied. Temperature set points are frequently set at higher temperature to maintain 72 degrees. This temperature range is comfortable for most occupants. However, because equipment capabilities on campus vary in age and performance, exceptions will occur.

Building occupants who feel that there is insufficient heat should call PPO at (973) 720-2142. PPO staff will work to identify the source of the problem to provide a comfortable environment. Where space temperatures fall within University guidelines, the occupant will be advised about alternative options to increase system effectiveness and personal comfort.

PPO recognizes that in some cases (such as extended repair time) a portable space heater is needed. By working through PPO, campus occupants can be assured that the portable space heater is safe and meets all necessary conditions for use. PPO will work to find a solution to ensure occupant comfort and energy efficiency.


III. POLICY

1. William Paterson University discourages the use of portable space heaters as a routine source of primary or supplemental heating.
2. The following actions are not permissible, unless authorized by Physical Plant Operations:
 - a. The use of University funds for the procurement of portable space heaters.
 - b. Use of space heaters as routine or supplemental sources of heating.
 - c. Purchase requisitions for portable space heaters.
 - d. Financial reimbursement for space heaters for departments or employees.
 - e. Improvement of electrical infrastructure to support portable space heaters.
3. The use of portable space heaters may be authorized by the Physical Plant Operations department due to emergency situations or in specific areas where heat is unable to be maintained at an acceptable level. The use of portable space heaters must comply with all codes and regulations (Source International Fire Code, 2009 NJ version).
 - a. Only listed and labeled space heaters are permitted.
 - b. Portable, electric space heaters shall be plugged directly into an approved receptacle.
 - c. Portable, electric space heaters shall not be plugged into extension cords.
 - d. Portable, electric space heaters shall not be operated within 3 feet of any combustible materials.

- e. Portable, electric space heaters shall be operated only in locations for which they are listed.
- 4. The authorized use of portable space heaters must consider electrical infrastructure and life safety considerations. Portable space heaters are regulated because they can create system imbalances, overload building electrical circuits and use a significant amount of energy. If used improperly, space heaters can also become a fire hazard. Additionally, portable space heaters are not energy efficient.
- 5. In cases where the space temperature is consistently below 68 degrees, PPO staff will determine if adjustments can be made to building systems or if supplemental heat may be needed. If a portable space heater is approved for the space, PPO will determine if existing electrical systems can support safe operation of these high amperage devices. Senior administration shall approve portable space heater use to solve chronic or seasonal heating.

By Direction of the President and Cabinet:

Date

 4/25/12

Stephen Bolyai, Vice President, Administration and Finance