Contents

Policy Name

5.5030 Personal Electric Space Heaters

Purpose and Scope

This policy defines Alvernia University as a diverse community that has various needs for the use of electric space heaters. It is not the intent of this policy to totally ban all electric space heaters but to restrict their use to well defined situations. Any planned deviation from the policy will require prior approval from the Office of Environmental Health, Safety and Risk. The policy is intended to provide for the safe use of personal electric space heaters.

This policy applies to all uses of personal electric space heaters.

Responsibilities

Title or Role	Definition and What They are Responsible For
Director of Operations	Receives exceptions to the policy.
Director of Environmental Health, Safety and Risk	Receives exceptions to the policy.
Senior Vice President and Chief Operating Officer	Maintains and enforces this policy. Reviews exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

This policy aims to provide for the safe use of personal electric space heaters. In order to comply with this policy, the following procedures should be followed.

Policy Procedure

Requirements for use:

- Only ceramic type heaters will be permitted
- Someone from campus operations or EHS & Risk must inspect all heaters for use
- Heaters must be UL approved
- Heathers must plug directly into a wall outlet; no use of extension cords or power strips is allowed
- Heaters must be turned off when you leave the space for any amount of time

Banned Electric Heating Equipment:

- Heaters that have heating elements that glow.
- Heaters that have faulty cords or plugs.
- Heaters that are plugged into extension cords.
- Heaters that do not automatically shut off when tipped over.

Requirements for Obtaining a Special Exception:

- Submit work order to Campus Operations for inspection of heating system in area where heater is needed to make sure the building heating system is operating correctly.
- Have Campus Operations evaluate circuitry in area where heater will be used to assure that adequate power is available.
- After Campus Operations has completed its evaluation submit a work order for use of a personal electric heater and someone from Campus Operations or EHS & Risk will come out to inspect the heating unit for policy compliance.

*Please note that Campus Operations and or Environmental Health, Safety & Risk reserve the right to confiscate any heater devices that violate this policy. Confiscated units will be returned at the end of a workday to be taken home. *

Approved versions of this policy will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Campus Operations policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
07/25/2024	Initial Draft
11/6/2024	SLT Approved