



Space Heater Policy

The use of space heaters in College facilities, except for emergency use as noted below, is prohibited for safety and occupant comfort reasons.

The use of space heaters upsets normal operation of building HVAC systems causing uncomfortable conditions for space occupants and those in nearby spaces. For example, in the Campus Center the use of a space heater in a room with a thermostat causes the building temperature control system to increase the flow of cool air in order to reduce the temperature at the thermostat. The individual using the space heater will feel heat from the space heater and cool air from the louver in their room. Other occupants of the same zone will only feel cool air from the louver in their room. Thus a space heater used in a room with the zone thermostat will reduce the temperature of the remaining spaces in that zone.

During the heating season, temperatures in College buildings are set to maintain our spaces between 68 and 71 degrees during occupied periods. If you have temperature concerns please use the work order e-mail address, workorder@etown.edu to report the temperature problem. If HVAC technicians find areas where equipment malfunctions do not allow the building HVAC system to provide temperatures in this range, technicians will provide approved space heaters for temporary use while we make repairs to the heating system so that it can provide temperatures within the acceptable range.

Space heaters that have been purchased by the College have protected heating coils and safety devices that shut down the heaters if they tip over. Not all space heaters have these safety devices and could create a fire hazard. Additionally, space heaters have the potential to overload electrical circuits causing the circuit breakers to open, which inconveniences others served by the electrical circuit and requires our electrician to respond to the electrical outage.

Space heaters found in college facilities will be marked with the date found and room number and will be brought to the Brown Building. The space occupant can pick up their space heater in the Brown Building between 7:00 am – 4:00 pm during college work days. Owners must remove the space heaters from campus. Space heaters found on the campus a second time will not be returned to the owners.

Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

Document History

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