



Fire Safety News

Our Fire Safety Program prohibits:

- smoking in or within 25 feet of buildings
- portable electric space heaters
 - Please remove all electric space heaters and halogen lamps , due to the high risk of fire they will be removed upon discovering
- halogen lamps or covering light fixtures for decoration, etc.
- open flames - burning candles, incense, etc.
- tampering with or blocking fire safety equipment/devices (fire extinguishers, smoke detectors, fire suppression valves, etc.)
- overloading outlets with multiple electrical devices
- use of extension cords for more than temporary use (rule of thumb is extension cord should not be used for more than 3 days) – use surge protected multiple outlet



Thank you for your concern, cooperation and for helping us to create a safe and healthy campus!

If your area is not adequately heated:

1. Contact Physical Plant for adjustment to the heating system.
2. Dress according to your personal comfort level and the winter temperature in your work area.
3. If the HVAC system cannot achieve the ASHRAE acceptable range in your area (70 – 74) and you need to have additional heating:
 - a. Request approval for use of approved space heater from Physical Plant – you must have electrical power capacity for outlet approved and then may purchase an approved oil-filled safety heater.

Approved Space Heater Specifications

- Low temperature liquid oil-filled space heaters with safety shut-off.
 - Usually available at Walmart or Home Depot– about \$48.00
 - this is a department responsibility to fund



LW750 (low profile)



Lakewood Oil Filled Heater LW7101

General Specifications Needed

UL Listed

3 prong grounded plug

automatic safety shutoff (overheat and tip-over features)

Guide for Safe Use of Approved Space Heaters

- Have Physical Plant determine and approve power capacity for the outlet prior to use
- Keep all flammable materials three feet from heater (garbage, boxes, paper products, etc.)
- Do not use an extension cord (increases the risk of electric hazard/fire & circuit overload)
- Shut off unit when leaving your work area for more than 30 minutes
- Make certain you routinely shut off unit before leaving work for the evening and weekend