

FACILITIES MANAGEMENT

SPACE HEATER USE PROCEDURES

Within a UNC building, standard room temperatures should be between 68 – 74 degrees during heating season. If for an unknown reason, the room does not maintain this temperature range a work order should be submitted to Facilities Management HVAC Department. HVAC will examine the room's HVAC system to ensure proper operations.

If the room cannot be brought to the proper temperature range by the HVAC Department, then a space heater unit may be proposed to use, but the following guidelines must be met.

- 1) Before purchase, the space heater's make and model number and the proposed location must be submitted to Facilities Management for review.
 - a. Facilities Management will ensure proper electrical load capabilities of the specified room.
 - b. Ensure Energy Star Rated equipment only be used.
 - c. Equipment must be UL listed.

- 2) If space heater is approved for a location the following regulations and guidelines must be followed:
 - a. Units must be turned off when the room is not occupied by an individual.
 - b. International Fire Code 315.2 – Storage shall be separated from heaters and heating devices by distances or shielding so that ignition cannot occur.
 - c. International Fire Code 1403.5 – Clearance of combustibles from temporary heating devices shall be maintained in accordance with the labeled equipment.

- 3) Space Heating units that have not been approved for use, using the above process, must be immediately reported to Facilities Management for review or the unit may be removed from the unauthorized location.