

Environmental Health and Safety
Title: Space Heater SOP
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Version #: 03
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I. Purpose

To eliminate the risk of fire through the safe and responsible use of portable space heaters at UNT Health.

II. Scope

This policy prohibits the use of portable space heaters on campus without prior approval from management. This policy does not apply to general construction work on campus.

III. Procedure

Once you have been approved to use a portable space heater, the following requirements apply to all portable space heaters in use at UNT Health:

- Heaters must be listed by Nationally Recognized Testing Laboratory;
- Heaters shall have a safety tip-over switch which automatically turns the unit off if tipped over;
- All heaters must not exceed 1500 watts or have a heating element which exceeds 212 degrees Fahrenheit;
- Heater should not be left on while unattended (for more than 15 minutes);
- Heaters shall be placed 3 feet away from all combustible items;
- Prior to use the electrical cord shall be examined for damage;
- Heaters shall be plugged directly into electrical outlets or cubical power outlets. Extension cords or power strips shall not be used;
- Heaters shall be placed on a level surface and items shall not be stacked on top of the heater;
- In clinical areas, heaters shall only be used in non-sleeping areas , employee office and break areas. Heaters are not permitted to be used in patient treatment areas of clinics, nor in laboratories.

SPACE HEATER SOP

IV. References

- Fire Safety Manual EHS 100-05
- 2015 ed. of NFPA 1: The Fire Code

V. Version revisions

Initial approval April 2022

Revised October 2025

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