

# UDM Facility Operations

## SPACE HEATER POLICY

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University of Detroit Mercy strives to keep affordable the quality education it provides its students through protecting the University environment's limited resources by maintaining building heat levels above 68 degrees. If a department or area is within this range of temperatures and an individual's personal comfort level is still not met, Facility Operations asks that you dress to accomplish the desired personal temperature. **Personal space heater use is not permitted in any area of the University.** If a department or area's temperature is below the University's acceptable heating range, Facility Operations will address the situation and may provide that space with a temporary supplemental heat source until the heating issue can be resolved.

#### I. PROHIBITING PERSONAL SPACE HEATERS

- a. Facility Operations prohibits the use of personal space heaters for the following reasons:
  - i. Increased risk of fire and/or potential injury
  - ii. Current infrastructure is not designed to support the potential electrical loads required for space heater use
  - iii. Increased energy usage and electrical costs to support both installed heating system and personal heating system
- b. ENFORCEMENT
  - i. Per this policy, in the event an unauthorized personal space heater is being used by an area or individual, Facility Operations has the right to immediately confiscate the heater. Confiscated heaters will only be released upon receipt of a Release Form that is signed by the appropriate Dean or Associate Vice President.

#### II. SPACE HEATERS DISTRIBUTED BY FACILITY OPERATIONS

- a. If the area is not receiving heat between the minimum standard of 68 degrees and the area has the electrical support required for a heater, Facility Operations may supply that area with a temporary space heater. Please use the following procedure in reporting heating issues:
  - i. Complete a Work Request by logging onto [www.facilityrequest.udmercy.edu](http://www.facilityrequest.udmercy.edu) and reporting the location and details of heating problem.
  - ii. Facility Operations' HVAC unit will then assess the situation, finding possible solutions to the problem.
  - iii. If the area's heating issue cannot be resolved within a minimal amount of time, Facility Operations may provide a temporary space heater to that area.
  - iv. University employees requiring the use of a portable space heater due to an area temperature of below 68 degrees shall fill out a "Space Heater Request Form" found on the Facility Operations website.
    1. Space Heater Request Form requires signature of the appropriate Dean or Director.
  - v. Upon receipt of the form, Facility Operations will then assess the electrical conditions of the area in order to support the needs of the heater.
  - vi. Prior to installation, both the requester and appropriate Dean or Director must sign a "Facility Operations Temporary Space Heater Agreement" indicating they have read and understand the policy regarding the proper use of space heaters.
- b. ENFORCEMENT
  - i. Facility Operations reserves the right to remove any space heater that 1) is used in an unauthorized area, 2) is negligent of the rules and regulations of the Temporary Space Heater Agreement, or 3) is no longer considered necessary.