



## Safe Use of Portable Heaters

Portable heaters are designed to supplement a room's primary heat source. Portable heaters are not designed for continuous use and should not be used as a primary heating source for an area.

- Penn State University Policy AD64 "Energy Conservation Policy" governs the use portable heaters at all University locations.
- Maintain 3 foot minimum clearance between the heater and any combustible materials (i.e. trash / recycling bins, furniture, coat racks, draperies etc.)
- Portable Heaters must be plugged directly into an electrical outlet (Do not use extension cords)
- Electrical cords should not be located across doorways, aisle ways, under rugs or in areas where the cord may be exposed to possible physical or environmental damage.
- Portable heater ventilation openings should not be altered or obstructed.
- Portable heaters should be turned off and unplugged when the office is not occupied.
- Portable heaters are not designed for use in areas where flammable or combustible liquids or gases are used or stored.
- Portable heaters should not be used in dusty environments (work shops, agricultural buildings etc.)
- Portable heaters should not be placed in high traffic areas.
- Portable heaters need to be provided with automatic safety switches that turn off the unit if it is accidentally tipped over.
- All portable heaters shall be Underwriter Laboratory (UL) Approved.

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