



New Mexico Tech

Facilities Management Department Space Heater Utilization Policy

New Mexico Tech Facilities Management Department works to insure buildings are heated sufficiently to meet the needs of all the users. There are times when due to equipment failures that we are unable to meet the needs of the users so space heaters may be needed on a short term basis. To accommodate this need, Facilities Management has space heaters that can be checked out to users on a short term basis until the problem is resolved.

I. Personal Space Heaters are Prohibited

- a. Facilities Management 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 systems and personal heating systems.
- b. Enforcement
 - i. Per this policy, in the event an unauthorized personal space heater is being used by an area or individual, Facilities Management has the right to immediately confiscate the heater. Confiscated heaters will only be released upon receipt of a request from the appropriate Vice President or Assoc. Vice President.

II. Space Heaters Distributed by Facilities Management

- a. If the area is not receiving heat of at least 69 degrees and the area has the electrical support required for a heater, Facilities Management will supply that area with a temporary space heater. The following procedure will be used in reporting and following up on heating issues:
 - i. When needed users should turn in a cold work order to Facilities Management.
 - ii. Upon receiving the cold call, a HVAC Technician will be dispatched to try and solve the problem. The Technician will monitor the temperature of the room to see if the heating system is working.

- iii. If the problem cannot be resolved, the Technician will notify Facilities Management Office that the problem will take some time to resolve and that an Electrician needs to be dispatched with a space heater.
- iv. When the Electrician arrives with the space heater, he will ask the user to read and sign the Temporary Space Heater Agreement. The form will be turned into the Facilities Management Office and logged as necessary.
- v. When the HVAC problem has been resolved the heater will be picked up by the Electrical Department. When the Electrician arrives at the room, they will inspect the room to insure that it is holding temperature. Periodically the log will be reviewed to follow up on areas that need to be fixed.

b. Enforcement

- i. Facilities Management 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.