

# Approval form for use of **Portable Space Heater** per WKU Energy Policy

Request Date:

## Requester to fill out this Section

Requester's Name: \_\_\_\_\_ Phone Number:

Requestor's Location:

### Two Safety items that we need to keep in mind:

#### 1. Heating :

- Filaments should be completely covered by screen with small holes.
- The heater should have automatic shut-off when not upright.
- Output of heater should not be over 120 degrees.

#### 2. Electrical Connections:

- The heater should use less than 15 amps. Our normal office circuits are 15 to 20 amp maximum. (800–1500-watt max)
- If you use the same circuit as your computer or desk lamp it has a good chance you could trip the breaker.

### About the Portable Space Heaters

What is the wattage of heater? \_\_\_\_\_

Can you see any of the filaments? Yes \_\_\_\_ No \_\_\_\_

Is there an Automatic Shut-off? Yes \_\_\_\_ No \_\_\_\_

### Facilities Mgt Section:

DFM Assigned Request Number: \_\_\_\_\_

Is the space temperature within Energy Policy? Yes \_\_\_\_ No \_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Management will notify you whether your request was approved or denied

**\*\*List of types of heaters that your department could purchase if your area is approved for a space heater**

Flat Panel or Closed panels examples

Cost \$40-\$70 but can be up \$150



Oil Filled Radiant Heaters

Cost \$35-\$60 but can be up to \$300



Ceramic Heaters

\$20-\$100 but can be up to \$200

Small hole opening helps stop material, paper, shoelaces, etc. from heating the heating element

