



## Portable Heater Information and Requirements

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### Information

Per CSU Chancellor Executive Order 987, "portable electric heaters (and fans) are not to be used in CSU facilities unless specifically required by occupants because of medical conditions, failure of building heating, ventilation or air conditioning systems, or when building heating, ventilating or air conditioning systems cannot be adjusted to achieve minimum comfort levels within the provisions established under Item No. 1." Item 1 specifies CSU facilities will not heat above 68 degrees or cool below 78 degrees.

### [Executive Order 987](#)

If your work space feels too cold or too hot, notify your supervisor and submit a Service Request to Facilities Management and Services to evaluate and adjust the heating or cooling PRIOR to requesting use of a heater or fan. ONLY if temperatures cannot be adjusted to meet EO requirements will heaters or fans be allowed.

To meet your individual comfort needs, please dress accordingly for *indoor* temperature variations. Note: portable electric heaters are not permitted to be used during summer months. (Example: cold feet when wearing sandals does not warrant use of a portable heater)

### Requirements

Regulatory agencies, including the California State Fire Marshal, CCR Title 19 and Cal OSHA have specific safety requirements applicable to portable heaters. When permitted for use, portable heaters must be used in accordance with the following requirements:

- Portable heaters must be UL listed, or bear the approval of another nationally recognized testing laboratory such as CSA, Intertek, FM. etc.
- Portable heaters must be equipped with a safety tip over feature that automatically shuts off the heat if tipped.
- Portable heaters must be plugged directly into a wall outlet. Heaters cannot be plugged into power strips, extension cords, etc.
- Portable heaters must be used so specified clearances from combustible items such as fabrics, furnishings, papers, etc. is maintained at all times. A minimum clearance of 36" (3 feet) is required unless the manufacturer states otherwise.
- Portable heaters must be used in accordance with manufacturer instructions - NO exceptions. Retain the instructions in the event the use of the heater needs to be reviewed by campus safety personnel or the State Fire Marshal.
- Portable heaters must be turned off when the user is not present, and be unplugged when not in use.
- Portable heaters with damaged cords, missing parts, or any other defect are not to be used.

Please contact the Department of Environmental Health and Safety at (530) 898-5126 if you have any questions.