

PORTABLE HEATER GUIDELINES

Use of portable heaters is subject to approval from the Department Head ***and*** must comply with the below guidelines:

- ❖ Must conform to UL safety specifications for operating temperature
- ❖ Must be sized appropriately for space allowed, maintaining a 3 foot clearance on all sides when in use
- ❖ Must be kept away from combustible materials
- ❖ Must be turned off when not in use
- ❖ Must be plugged directly into a wall receptacle (no power strip or extension cord)
- ❖ Must be in plain sight when in use
- ❖ Must have a 'tip over' feature
- ❖ User is responsible for knowing and understanding all manufacturer instruction and usage

Heaters not in compliance with the above guidelines will be removed from the County building immediately.

Portable heaters left on at the close of business will be subject to confiscation.