

**COLLEGE POLICIES AND PROCEDURES
MEMORANDUM NO.**

Electric Heaters

Electric and space heaters (including radiant, quartz and ceramic types) in College buildings are prohibited. This is necessary to keep the campus safe and to conserve energy. The only authorized personal heating device is an “under the desk infrared heater panel.” Prior to the procurement of this device, facilities must be contacted to determine if there is sufficient capacity in the office to handle the electric load. The purchasing department can assist in procuring these devices.

All electric and space heaters must be removed from offices by December 1, 2010 and sent to Facilities, if College property.

Exceptions to this policy can only be made by the Assistant Vice President for Facility Operations or designee, and only if extreme or unusual conditions exist.

This is necessary to keep the campus safe and to conserve energy. Electric heaters consume significant energy and the power circuits in most College offices do not have the capacity to handle the electric load required by these heaters.