



## Portable Heater Summary/Safety Guidelines

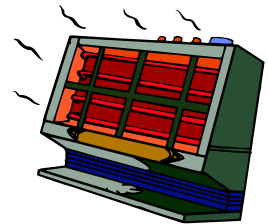
The best option for heating spaces is to call the GCC M&O Office (5-3030/3145) and ask for the building temperatures to be adjusted. The college does not endorse the use of space heaters except in extreme cases because of the risk they pose as a source of heat to start a fire and the load they place on the electrical system.

According to the U.S. Consumer Product Safety Commission statistics, **more than 25,000 fires are caused by improper use of space heaters, including one at GCC in 2005.** When using portable heaters the following precautions should be followed to reduce the risk of fire or injury:

### Guidelines for Purchasing a Portable Heater

Be sure that the heater you purchase:

- a. Is U.L. listed **or tested by another approved testing laboratory.**
- b. Has an automatic shut off if the heater is tipped over
- c. Has a fire retardant housing and grill **and does not operate with an exposed heating element.**



### Ten Safety Tips for Portable Heater Use

1. When operating a portable heater, maintain at least three feet of space around the heater for proper circulation and so that the heater or heat generated does not come in contact with combustibles.
2. Heater should only be operated on a level surface.
3. Do not block or place anything in the air vent or grill openings. This may result in electrical shock, fire or damage.
4. Heaters should be used only when the room is occupied. Never leave a portable heater unattended. Turn the heater off and unplug it from the receptacle when you leave the room and at the end of the day.
5. Do not use portable heaters as a continuous duty, primary source of heat. Continuous use of the unit can result in overheating and potential fire hazard.
6. Don't use extension cords to operate portable heaters. Plug cords into properly grounded outlets only.
7. Do not run heater cords under rugs, carpeting or runners.
8. Be sure that the heater is out of the main traffic area so that the power cord cannot be repeatedly stepped on or tripped over.
9. Periodically check the power cord and plug on your heater for wear. Do not use a heater that has a damaged cord or plug. *(I took out some unnecessary verbiage here)*
10. If a heater is dropped or malfunctions, return the heater to an authorized repair service company for examination, adjustments or repair before using.

