

## **Roger Williams University Portable Electric Heater and Open Flame Policy**

Roger Williams University (RWU) recognizes that individuals have different levels of comfort associated with temperature and heat. However, portable electric heaters are a potential source of fire if not utilized properly. The requirements listed below, applicable fire and life safety codes, and manufacturer's recommendations must be followed to maintain a safe environment. This policy applies to all Roger Williams University and Roger Williams School of Law facilities (owned or rented). This policy also addresses the prohibition of certain open flame items such as candle and incense:

- Portable electric heaters are not permitted in University residence halls or apartments.
- Portable electric heaters are not intended for use as a permanent heating appliance. Approved portable electric heaters are intended to temporarily supplement an office area's heating needs until a permanent solution to correct the area's heating problem is identified, or as an authorized emergency use measure when a building's normal heating system fails. If an office area cannot be adequately heated via the installed building heating system, contact the RWU Office of Facilities Management ; if the installed system cannot be repaired in a timely manner, Facilities may recommend a temporary portable electric heater meeting the requirements listed below.
- Where portable

- Portable electric heaters must not take more than 120 volts of electricity to operate.
- Any portable electric heater used must be currently UL (Underwriters Laboratory) approved for its intended use.
- Approved portable electric heaters must be fan driven. Portable electric heaters with exposed heating elements are not permitted.
- Portable electric heaters must have a thermostat that automatically shuts down the unit when a certain temperature is reached.
- Portable electric heaters must have

