University of North Carolina at Greensboro
Space Heater Request and Approval Form

Date:_______________________ Room Number:__________
Building:____________________ Email:__________________
Department:_________________

Description of condition in the space and history of past problems:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Office of Safety Approved Space Heater ________________________________

Rules for Usage of Space Heaters:
1. Heaters are to be used only as designated.
2. Heaters are to be turned off when occupant is out of the office.
3. Heaters are not to be plugged into extension cords.
4. Heaters must be kept three(3) feet from combustible materials including curtains.

I agree to comply with these rules
_________________________________________  __________________________
Requestor  Signature

_________________________________________  __________________________
Department Head  Signature

Facilities Operations Representative Review:
Approved? Yes _____ No_______

Reason __________________________________________
________________________________________
________________________________________

________________________________________
Facilities Operations Representative  Signature