

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