



Policy on the use of Space Heaters and Personal Appliances

Policy Statement:

The following policy is intended to promote the safety of the campus community, improve the comfort of staff, prevent physical damage to university facilities, and conserve energy at Worcester Polytechnic Institute (WPI).

Space Heaters:

The use of personal space heaters is discouraged in WPI buildings. Space heaters are not energy efficient, pose a safety risk, and serious fire hazard. In addition, space heaters placed near thermostats may counteract the buildings system, which could cause an entire section of a building to become excessively hot or cold. Lastly, space heaters can overload and trip circuit breakers disrupting normal operations in adjacent areas. Individuals who believe their work area is too cold or hot should contact Facilities Customer Service Center at 508-831-5500.

If space heaters are to be used, they must meet the following minimum requirements:

- Must have a high temperature limiting device.
- Must have built-in tip over protection.
- Must be placed away from combustible materials (i.e., paper, desks, curtains, boxes, etc.)
- Must be plugged directly into an outlet.

Heaters must NOT:

- Have an open flame or visible heating element.
- Produce carbon monoxide.
- Be placed near thermostats.

Personal Appliances:

The following appliances are also prohibited from being used in offices or other **non-designated** common areas at WPI:

- Grills
- Crock-Pots or Pressure Cookers
- Toaster ovens
- Toasters
- Other appliances that do not meet the intent of this policy

Many of these appliances are available to staff in designated break kitchens and lounge areas.



Exceptions:

The University will work to accommodate medical necessities or other conditions that may warrant an exception to this policy.

Responsibility:

Enforcement of this policy is the responsibility of departmental supervisors.