

## SPACE HEATERS AND EXTENSION CORDS

As part of the campus' annual Title 19 fire life safety inspections the Office of the State Fire Marshall (SFM) has noted the use of portable space heaters in various buildings, offices, etc. around the campus, as well as cases of improper use of extension cords (those that are too small for connected loads), and/or overloaded electrical outlets (electrical outlets with too many appliances plugged into a singular outlet via outlet splitters and/or excessive number of appliances plugged into surge protectors).

It is important to note that according to the National Fire Protection Agency (NFPA), electric space heaters accounted for one third (33%) of the home heating fires and four out of five (81%) home heating related fire deaths between 2007-2011. Through the elimination of portable electric space heaters the campus drastically reduces the risk of fire, damage, and destruction due to fire and/or activation of building fire sprinklers.

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**Environmental Health and Safety, Facilities, and Physical Plant Management request that each department review space heater use, extension cords use, and alleviate overloaded outlets. Space heaters should be removed.**

HVAC Heating Problems – *Should your area have a heating problem, Physical Plant is committed to investigating your heating problem to ensure that space heaters are not needed and that HVAC temperature settings conform to required heating and cooling settings per CSU guidelines. Please report any problem to Physical Plant Management and know that Physical Plant is committed to remedy any HVAC problem.* There are 3 ways to report problems:

1. Call Physical Plant Management 818-677-2222
2. Email: [Facilities@csun.edu](mailto:Facilities@csun.edu)
3. Electronically via the web: <http://ppm-webhost1.csun.edu/>

If space heaters are personal property of faculty and/or staff, owners will need to remove them from campus. If space heaters were purchased with University funds, PPM Asset Management may be contacted to coordinate proper asset removal.

**Extension Cords and Electrical Outlets** - In addition to space heaters the SFM noted that there were some instances of excessive use of extension cords and/or too many electrical appliances plugged into extension cords and/or outlets. The over use of extension cords can result in over heating of electrical circuits, electrical fires, loss of property, and potentially life. As such, extension cords with appliances shall be minimized to the greatest possible extent. Please review your offices, departments, etc. Should your area have a need for extension cords or a problem location, Physical Plant is committed to investigating the problem and help determine an appropriate solution.

Should you have any questions, please feel free to contact Environmental Health and Safety at x2401 or [ehs@csun.edu](mailto:ehs@csun.edu) for safety concerns or questions.

<sup>1</sup> Executive Order No. 987 - Policy Statement on Energy Conservation, Sustainable Building Practices, and Physical Plant Management for the California State University <http://www.calstate.edu/eo/eo-987.html>