I. POLICY STATEMENT

The use of electric space heaters (or those fueled by other means) is strictly prohibited in any Northern Kentucky University facility. Electric space heaters pose a safety risk and fire hazard by overloading electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices and work areas.

- Individuals who believe their work area is too cold may contact Facilities Management at extension 5660, or submit a work request to have their space evaluated.
- If it is determined the work area is more than two degrees below the established temperature set-point, an approved space heater will be provided by Facilities Management until the problem can be corrected.
- Purchases of electric heaters, fans or similar appliances, other than those purchased by Facilities Management for temporary or emergency use, shall not be made using departmental or university funds.

Refrigerators
Refrigerators may be provided for use of office staff with the following conditions:

- All full size refrigerators must have the energy star approval rating.
- Personal size refrigerators will be star approved if available.
- One refrigerator per office suite or 12 employees, whichever is greater.
- Sharing between suites is highly encouraged.
- Facilities management will not assist with the installation or repair of these appliances:
  - Water service for ice makers will not be provided.
  - Electric circuitry will be installed at the department’s expense.
  - Cleaning, maintenance and/or service of the units will not be provided.
  - Purchase/replacement of the units will be at the department’s expense.

Enforcement of this policy is the responsibility of department supervisors. Facilities Management staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean or director that is responsible for that area will be notified. In any instances where a space heater or other appliance is (or is suspected to
be) causing circuit overloads, the responsible supervisor will be notified that
the appliance must be removed before the power will be restored to the area.
Note: This policy does not apply to refrigerators or appliances currently in
use or which are required in laboratories and research areas. The energy
star purchasing policy will apply to any replacement or purchase of new
units.

II. ENTITIES AFFECTED

Northern Kentucky University Campus

REVISION HISTORY

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