

NORTHERN KENTUCKY UNIVERSITY

POLICY LINK: **FIRE AND LIFE SAFETY POLICY**

ISSUE DATE: **08/09/2022**

REVISED DATE:

TITLE: **SPACE HEATER AND SMALL APPLIANCE PROCEDURE**

OBJECTIVE AND PURPOSE

The purpose of this procedure is to promote the safety of the campus community, improve the comfort for office staff, and conserve energy on the Northern Kentucky University Campus. This procedure is intended to be applied to main campus and is not intended to be applied to University Housing.

DEFINITIONS

RULES AND PROCEDURES

Space Heaters

The use of electric space heaters (or those fueled by other means) without approval is strictly prohibited in any Northern Kentucky University facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas.

- Individuals who believe their work area is too cold may contact Facilities Management at extension 5660 (5548 outside of normal business hours), 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.

Refrigerators

Requests for refrigerator purchase and installation must be made through Planning, Design and Construction. If approved, purchase and installation must be coordinated with Operations and Maintenance at the department's expense. All purchases must comply with procurement policies.

Refrigerators may be approved for use of office staff that meet the following conditions:

- Sharing between suites is highly encouraged.
- All full-size refrigerators must have an energy star approval rating.
- One full-size refrigerator may be requested per office suite or 12 employees, whichever is greater.
- Personal size refrigerators must be energy star approved, if available. The University discourages personal size refrigerators for individual use.
- Water service for ice makers, and electric circuitry may be installed at the Department's expense (must coordinate with Operations and Maintenance).
- Maintenance and/or service is at the expense of the Department.

Microwaves

Requests for microwaves can be made through Operations and Maintenance. Microwaves for individual use are prohibited.

- One microwave may be requested per office suite or 12 employees, whichever is greater.
- Electric circuitry may be installed at the Department's expense (must coordinate with Operations and Maintenance).
- Maintenance and/or service is at the expense of the Department.

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Facilities Management Responsibilities

Facilities Management personnel are responsible for reviewing appliance requests. Determinations for requests will be made in accordance with NKU policies and procedures. Facilities Management will maintain records of approved appliances.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Department Responsibilities

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 the 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.

TRAINING

Information can be provided upon request to any employee, vendor, or contractor by Safety and Emergency Management.

EXCEPTIONS

Any exceptions or interpretations of applicability must be approved by Facilities Management. The refrigerator and microwave sections of this procedure are intended to be applied to main campus and are not intended to be applied to University Housing.

For additional information, forms, training, and other resources visit inside.nku.edu/safety.

Documentation of Updates and Changes:

Updated by Audra Points July 2022