I. Title
*Portable Heating Devices*

II. Policy
The use of any portable heating device, including but not limited to: space heaters, area/room heaters, drink warmers, hot plates, and any similar items, is expressly prohibited in all buildings owned or leased by the University of Texas Medical Branch at Galveston (UTMB).

UTMB is committed to maintaining a safe environment that is in compliance with all life safety and fire safety regulations. Portable heating devices pose serious fire and electrical hazards which threaten the safety of UTMB occupants and property.

Any planned deviation from this policy will require prior approval from Environmental Health and Safety-Occupational Safety and Fire Prevention.

NOTE: Coffee makers are not included in the intent of this policy.

Scope
This policy applies to all owned and leased properties of UTMB Health and applies to all employees, students, patients, and visitors.

This policy does not apply to laboratory areas utilizing typical, standard laboratory equipment which is also a heat producing device (e.g. Bunsen burners, lab hot plates, other lab equipment) for institutional purposes.

Responsibility
It is the responsibility of all supervisors to ensure compliance with this policy. All employees, faculty, students, and volunteers are responsible for:

- ensuring no portable heating devices are located or used in any buildings owned or leased by UTMB.
- reporting any use of a portable heating devices on properties owned or maintained by UTMB to Environmental Health and Safety (EHS).
- dressing appropriately for the weather.
- contacting the UTMB CLEAN line at ext. 24040 to report areas that are too hot or too cold.
- maintaining electrical devices in a clean, operable condition. For example, toasters etc. are cleaned on a regular basis (i.e. weekly) to prevent debris build up and fires.
- operating cooking equipment that produces heat in an appropriate manner by:
  - monitoring the food while it is cooking; not walking away
  - using only the power/heat setting necessary for the task
  - using cooking equipment only for its intended purpose (e.g. do not warm towels in microwave ovens).
Environmental Health and Safety (EHS) is responsible for:

- monitoring compliance with this policy
- ordering the removal of or remove any portable heating devices found in violation of this policy
- following up on any reports of portable heating devices use on properties owned or maintained by UTMB

The assumed need for portable heating devices to provide adequate warmth may indicate a malfunction of the central heating and cooling system and should be brought to the immediate attention of UTMB Property Services by calling ext. 24040.

III. Related UTMB Policies and Procedures

IHOP - 08.03.01 - Resource Conservation Policy
IHOP - 03.01.06 - Personal Appearance

IV. Dates Approved or Amended

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V. Contact Information

Environmental Health and Safety, Fire and Life Safety department
(409) 747-0515