



PORTABLE ELECTRIC SPACE HEATER APPROVAL LETTER

Dear _____ UNM ID _____

Your request to obtain and use a portable electric space heater has been reviewed and approved by Facilities Management for the following location:

Building Name and Number:

Location/Room Number:

Department:

Please present this letter as backup documentation for either your PCard reconciliation or for your requisition.

Portable electric space heater shall meet the following specifications:

1. Heaters shall bear a Label from an OSHA recognized testing laboratory (e.g., Underwriter's Laboratory (UL), FM Approvals LLC (FM), ETL/Intertek etc.).
2. Heaters shall have a low center of gravity and shall have a tip over safety switch to shut off heater if tipped over.
3. Heater shall be provided with an over heat protection.
4. Heater shall be limited to 1500 watts.
5. Manufacturer's instructions shall be read and followed.

To obtain a permit, you must take your portable electric space heater, the manufacturer's instructions, and a copy of this approval letter to the Safety and Risk Services Department (SRS).

Facilities Management Representative (Area Manager Approval Required)

Approved By: _____ / _____
Print Sign

Maintenance Area: _____

Date: _____