Portable Electric Space Heater
Approval Letter

Dear Mr./Ms. ________________________________ UNM ID ____________________________

Your request to obtain and use a portable electric space heater has been reviewed and approved by the Physical Plant Department (PPD) for the following location:

Building Number:

Location/Room Number:

Department:

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

Portable electric space heater shall meet the following specifications:

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

Upon delivery of your portable electric space heater, you shall take it to the Safety and Risk Services Department (SRS) with a copy of this approval letter to obtain a permit.

Physical Plant Representative

Approved By: __________________________/ __________________________

Print    Sign

Date: __________________________