Use of Portable Space Heater User Acknowledgment Form

This document ensures the user of the approved portable space heater understands all information listed below and acknowledges their responsibility ensuring Baylor University remains a safe learning and work environment.

Read and initial:

_______ : I have read the portable space heater user manual.
_______ : The portable space heater will never be plugged into an extension cord.
_______ : The portable space heater may not be plugged into a surge-protected unit or Ground Fault Circuit Interrupted (GFCI) outlet. Note: GFCI outlets are typically found in bathrooms and kitchens.
_______ : The portable space heater will not be used with a timer designed to automatically turn the unit on or off, as this may accidentally disable the heater’s thermal cutout safety feature.
_______ : The portable space heater may not be used in areas where flammable liquids or combustible materials are used or stored.
_______ : The portable space heater will never be left unattended when on.
_______ : The portable space heater will be kept away from water and out of damp locations.
_______ : The portable space heaters shall not be operated within 3 feet of any combustible materials.
_______ : Do not operate if it has been dropped or if damage is apparent to any part of the unit including the cord and plug.
_______ : Never use the cord as a handle or otherwise yank, strain or stretch the power cord.
_______ : Never let bare skin touch hot surfaces such as protection cover on unit.
_______ : While the product is plugged in, do not insert or allow foreign objects to enter any ventilation or exhaust opening as this may cause an electric shock or fire, or damage the heater.
_______ : Check portable heater cord and plug connections to ensure plug fits tight in the outlet.
_______ : Immediately turn off and unplug the portable space heater if any sign of an electrical problem, such as: warm outlet cover plates, sparks when plugging in or operating, lights flickering/dimming during operation.
_______ : Inspect the heater for broken or damaged parts. Never operate a heater you suspect is damaged.
_______ : Electric cords must be kept out of foot traffic paths to prevent tripping.
_______ : Never run the heater’s cord under doors, rugs, or carpeting. This can damage the cord, causing it and nearby objects to burn.
_______ : During periods of use, clean the portable space heater in accordance with the directions listed in the manual.
If any of the safety features are not working as described below, discontinue use and report the unit to the Associate Director of Emergency Management & Fire Safety (Fire_Safety@baylor.edu):

- Tip over protection
- Automatically shuts off
- Overheat protection

I understand that this portable space heater is only intended for the use in the building and room number as I have listed below.

I understand the use of this portable space heater is through the approval of the Associate Director of Emergency Management & Fire Safety, and if this portable space heater affects the heating/cooling of the other offices, the heater could be removed.

I understand that not following or adhering to the safety precautions listed above greatly increases the risk of fire, shock/injury, or damage to the portable space heater and will result in the removal of the portable space heater from my possession/area.

Any questions should be directed to the Baylor Associate Director of Emergency Management & Fire Safety (254-710-7468 or Fire_Safety@baylor.edu).

Requestor (Print Name) Building and Room Number

Requestor Signature Date

Department Supervisor Signature Date

ONCE FORM HAS BEEN COMPLETED, EMAIL IT TO FIRE_SAFETY@BAYLOR.EDU FOR MORE INFORMATION VISIT, WWW.BAYLOR.EDU/DPS/HEATERSAFETY