University of North Carolina Greensboro
Facilities Operations
SPACE HEATER REQUEST AND APPROVAL FORM

Building: __________________________ Date:________________________
Department ______________ Room Number:__________________________
Email____________________

Description of condition in the space and history of past problems:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Office of Safety Approved Space Heater
Manufacturer/Model# 3VU33 or 3VU31 (Grainger)

Rules for use:
1. Heaters are to be used only as designed.
2. Heaters are to be turned off when occupant is out of the office.
3. Heaters are not to be plugged into an extension cord.
4. Heaters must be kept three (3) feet from combustible materials, including curtains.

I agree to comply with these rules

___________________________                        ______________________________
Requestor      Signature

___________________________                        ______________________________
Department Head     Signature

Facilities Operations Approval

_______________________________
Registration #

Reason for Disapproval
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_____________________________   ______________________________________
Facilities Operations Representative                                  Signature

Distribution: Original to Facilities Operations, copy to Office of Safety & Requestor