

**COLLEGE POLICIES AND PROCEDURES
MEMORANDUM NO.**

Portable Electric Space Heaters

Portable electric space heaters consume significant energy and the power circuits in most College offices do not have the capacity to handle the electric load required by these heaters. The use of portable electric space heaters, including but not limited to radiant, quartz and ceramic types, in all College buildings is prohibited. (This is necessary to keep the campus safe and to conserve energy.)

Exceptions to this policy can be made by the Assistant Vice President, Facilities and Construction Management or designee, and only if extreme or unusual conditions exist.