



733d Civil Engineer Squadron

Joint Base Langley Eustis



Request for Temporary Space Heater

Space Heater Approval Process:

- 1) Submit completed form and supporting documentation to 733MSG.CEN.COMMUNITYPLANNING@us.af.mil for approval.
- 2) If approved, contact JBLE – Eustis Fire Department, Assistant Chief of Fire Prevention at 878-0227. The Fire Department must approve and tag the unit before it can be used.

References:

DAFMAN 91-203 *Air Force Occupational Safety, Fire, and Health Standards*

6.2.7. Space Heaters.

6.2.7.1. Use Nationally Recognized Testing Laboratory (NRTL)-listed or host nation equivalent space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over. Space heaters shall also have an overheat protection device, an automatic thermostat control and must be disconnected when not in use. **(T-3) Note:** Space heaters shall not be used without the approval of the installation energy manager. **(T-3)** Refer to the installation energy management program for additional local guidance. For a current list of OSHA-recognized NRTLs, visit

<https://www.osha.gov/dts/otpc/nrtl/nrtllist.html>.

6.2.7.2. Plug space heaters directly into a wall receptacle. Do not plug space heaters into extension cords or multiple outlet strips. **(T-3)**

6.2.7.3. Maintain a 36-inch minimum distance or in accordance with manufacturer's instructions between any space heater and combustibles.

Note: The more restrictive of the guidance will apply. **(T-3)**

6.2.7.4. Do not leave these devices unattended when in use and unplug them at the end of the day or shift. **(T-3)**

6.2.7.5. The use of space heaters in any hazardous location as defined by NFPA 70, National Electric Code, is prohibited. **(T-1)**

JBLE Energy Conservation/Contingency Plan 23-3

3.3.2.2. Space Heaters. An electric heater is essentially a wire that is short-circuited, allowing heat to be generated. As a result, electric heaters are very efficient, but consume extraordinary amounts of electricity and present a significant fire hazard. Individuals are strongly recommended to wear additional layers of clothing instead of requesting a space heater. Temperature set points for buildings are designed for occupant comfort, and excessively cool or drafty areas may be a sign of poor insulation or building envelope leaks. Please contact Customer Service if building damage is suspected.

3.3.2.3. Facility Managers will submit requests for approval of all portable electric heaters through the unit commander and supervisor to the 633 CES/CC for review by the 633 CES/CEF, the 633 CES/CEO and the Base Energy Manager at JBLE-Langley and to the 733 CED Operations Chief at JBLE-Eustis. Space heaters on JBLE must be equipped with a tilt switch and be approved by the fire department before use. Therefore, their use is discouraged except in special cases where health issues, etc. outweigh risks posed by them. Waivers are granted on a very limited basis and are not permanent; they must be reapproved each cooling season (annually).

Name/Grade of Requestor:

Email:

Comm Phone:

Organization & Room Number:

Building Number & Address:

Name/Grade of Supervisor:

Email:

Comm Phone:

Make & Model of Space Heater

Brief Justification:

Signature of Requestor:

Signature of Supervisor:

733d CES Coordination

Approve:

Disapprove:

733d Energy Manager: