



# WAKE FOREST UNIVERSITY

## PORTABLE SPACE HEATER REQUEST AND APPROVAL FORM

Requestor Name:	E-mail address:	Department:
Phone:	Building/Room Number:	
<b>Specifications for Proposed Portable Space Heater:</b> <i>(to be completed by requestor and confirmed by EH&amp;S representative)</i>		
Heater Manufacturer/Model#:		
1. Is it electric with standard 120-volt power and maximum of 1500 watts? YES <input type="checkbox"/> NO <input type="checkbox"/>		
2. Is it approved by a recognized testing laboratory? YES <input type="checkbox"/> NO <input type="checkbox"/>		
3. Is it equipped with a safety shutoff switch that automatically turns unit off if tipped over? YES <input type="checkbox"/> NO <input type="checkbox"/>		
4. Is it equipped with operational thermostat which automatically turns unit off when set temperature is reached? YES <input type="checkbox"/> NO <input type="checkbox"/>		
5. Is the need for this heater: MEDICAL <input type="checkbox"/> INADEQUATE HEATING <input type="checkbox"/>		
<b>I have read and understand the usage requirements set forth in the Portable Space Heaters Policy (on the EH&amp;S website) and agree to abide by the requirements set forth therein.</b>		
Signature of Requestor		Date
EH&S APPROVAL: YES <input type="checkbox"/> NO <input type="checkbox"/> EH&S Representative:		
If NO, reason(s) for disapproval:		
F&CS APPROVAL: YES <input type="checkbox"/> NO <input type="checkbox"/> F&CS Representative:		
If NO, reason(s) for disapproval:		

Submit to EH&S office – Attn: Scott Frazier

Please contact EH&S Director, Michelle Adkins @ 758-5385 [adkinsmm@wfu.edu](mailto:adkinsmm@wfu.edu)  
Assistant Director, Scott Frazier @ 758-4329 [frazie@wfu.edu](mailto:frazie@wfu.edu)