



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
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IMSE-GOR-ZA

DEC 10 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 67 - Use of Supplemental Space Heaters

1. This policy memorandum is a requirement of Army Regulation 420-1, Army Facilities Management.
2. Requesting approval to operate a space heater:
 - a. Space heaters may not be operated until approval has been received from the Directorate of Public Works (DPW) Energy Manager (EM).
 - b. Upon receipt of request for use of a space heater, the EM will coordinate with the Operations & Maintenance Division (OMD) of DPW and Fire Prevention Chief, Directorate of Emergency Services (DES), Fire & Emergency Services Division (FES).
 - c. The EM will determine if the heater is the most energy efficient method of providing heat to the work area. If use of the heater is approved, a sticker will be placed on the heater and the circuit that it is plugged in to. (Only the circuit tested and approved is to be used to power the unit; the use of extension cords is prohibited.) The requestor will receive an approved copy for their record. FES will print the stickers and assign a sequential number maintained in a database, and affix it to the unit. The purpose of the sticker is to facilitate safety and fire inspections. If the sticker is affixed to the heater, inspectors no longer have to ask for approval documents.
 - d. If disapproved, you will be informed.
 - e. A request for approval to operate a space heater may be made to EM and must contain the following:
 - (1) Building number, room number, and work station location
 - (2) Person making request (with supervisor's endorsement - include phone number for coordination)
 - (3) Justification (attach any redacted documentation to substantiate need)
 - f. Based on findings, the system may be adjusted or repaired if necessary.

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g. If supplemental space heaters are required, the DPW will authorize their use in writing to the requestor and include the approved period of operation. The requestor will maintain the written authorization in his or her records for life/safety inspections.

3. The only authorized device is a "radiator heater" featuring an element sealed in diathermic oil, which heats internally and rated as: zero-clearance for combustibles.

4. The proponents for this policy are the Director of Public Works, 791-4241, and the Director of Emergency Services, 791-4397.


ROBERT A. BARKER
COL, SC
Commanding

Distribution: A