



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-ZS

03 NOV 03

MEMORANDUM FOR All Southwest Region Office (SWRO) Installation Management Agency (IMA) Personnel

SUBJECT: SWRO Policy Memorandum #5 – Use of Space Heaters

1. REFERENCES.

- a. Fort Sam Houston (FSH) Regulation 420-5, Fire and Emergency Services, 1990.
- b. FSH Safety Newsletter, Tent Heater Safety, October 2003.

2. PURPOSE. To provide policy to all SWRO personnel on the use of space heaters.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to the SWRO IMA.

4. PROCEDURES. Space heaters can add comfort to a cold day if used correctly. If used incorrectly, they can turn your office into a job for a fire inspector. Personnel using space heaters at work will follow the guidance below:

- a. Electrical space heaters must be approved in writing by Fort Sam Houston Public Works. Coordinate this through your Building Manager.

- b. Heaters will be equipped with:

- (1) A tip-over switch that shuts the heater off automatically if the heater accidentally turns over.

- (2) A guard around the heating element.

- c. Ensure the space heater has been tested and certified by a nationally recognized testing laboratory such as Underwriter Laboratories (UL) to determine that it meets specific safety standards.

- d. Use heaters on a level, hard floor and not on rugs or carpets. Never place heaters on furniture since they may fall, dislodging or breaking parts in the heater, which may result in a fire or shock hazard.

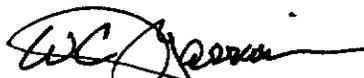
- e. Keep space heaters at least three (3) feet from draperies or other combustibles.

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- f. Do not hide cords under rugs or carpets. Placing anything on top of the cord could cause the cord to overheat and can cause a fire.
- g. Never operate a defective heater.
- h. Make sure the heater has a three- (3-) pronged, grounded plug and used in a three- (3-) hole wall outlet.
- i. Never use extension cords with space heaters.
- j. Periodically check the space heater for proper operation. Pay attention to electrical cords, switches, and element guards, and have repairs done by a qualified technician.

5. PROPONENT. The SWRO IMA Safety Office is the proponent for this Policy Memorandum. Point of contact is Brian Pennartz at 221-0448, or email brian.pennartz@samhouston.army.mil.



WC GARRISON
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