

University of North Carolina Greensboro  
Facilities Operations  
SPACE HEATER REQUEST AND APPROVAL FORM

Building: \_\_\_\_\_ Date: \_\_\_\_\_  
Department \_\_\_\_\_ Room Number: \_\_\_\_\_  
Email \_\_\_\_\_

Description of condition in the space and history of past problems:

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Office of Safety Approved Space Heater  
Manufacturer/Model# 3VU33 or 3VU31 (Grainger)

**Rules for use:**

1. Heaters are to be used only as designed.
2. Heaters are to be turned off when occupant is out of the office.
3. Heaters are not to be plugged into an extension cord.
4. Heaters must be kept three (3) feet from combustible materials, including curtains.

I agree to comply with these rules

\_\_\_\_\_  
**Requestor**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Signature**

**Facilities Operations Approval**

YES  NO

\_\_\_\_\_  
**Registration #**

Reason for Disapproval \_\_\_\_\_

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**Facilities Operations Representative**

\_\_\_\_\_  
**Signature**

*Distribution: Original to Facilities Operations, copy to Office of Safety & Requestor*