



DEPARTMENT OF THE ARMY
US ARMY GARRISON PARKS RESERVE FORCES TRAINING AREA
BUILDING 620 6TH STREET
PARKS RFTA, CA 94568-5201

IMPR-ZA

22 August 2016

**MEMORANDUM FOR ALL Parks Reserve Forces Training Area (PRFTA) Personnel,
Tenant Organizations and Training Units**

SUBJECT: Parks RFTA Policy Letter #9, Portable Space Heaters

1. REFERENCE:

- a. AR 385-10, Army Safety Program, 27 November 2013.
- b. DA Pam 385-10, Army Safety Program, 23 May 2008/RAR 19 January 2010.
- c. AR 420-1, Army Facilities Management, 8 February 2008/RAR 28 March 2009.

2. PURPOSE. To establish procedures for approval to use a portable space heater in your work or office space at PRFTA.

3. APPLICABILITY. This policy applies to all PRFTA military personnel, Tenant organizations, Civilians, and contractors occupying space in a PRFTA facility.

4. POLICY. IAW AR 420-1 the use of portable space heaters on the garrison is prohibited except when explicitly approved in writing. Exceptions to policy will be on a case by case basis thru the garrison safety office, the Directorate of Public Works electrical branch and the PRFTA Fire Department. Portable space heaters consume excessive amounts of energy and pose a significant risk of fire particularly to our older infrastructure. Each request for approval shall take into consideration the following:

- a. Energy requirements, facility wiring, and energy load capabilities.
- b. Overall heater condition, heater type, the contents within the facility, and presence of safety features such as element guards, grounding, thermostat, and an automatic shut off.
- c. All space heaters must have been tested by Underwriter Laboratories (UL) and the testing company **UL** approval logo must be physically stamped onto the heater or an equivalent electrical product testing organization.

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5. Approvals shall designate one specific space heater by serial number for a specific location by building and room number only. Heaters shall not be relocated to another space without a new written number issued by the PRFTA Garrison Safety Office.
6. Once a heater is approved, operators must strictly adhere to the following:
 - a. All heaters must be turned off and unplugged from the wall receptacle when not attended (in the immediate vicinity).
 - b. All heaters must be kept a minimum of three feet away from all combustible materials (anything that burns).
 - c. Never place any materials on any part of a heater or heater flexible electric cord.
 - d. Portable heaters shall not be used in conjunction with any extension cords or surge protectors. Portable space heaters must be plugged directly into a wall receptacle.
7. Under no conditions will a portable gas or liquid fuel heater be approved for use inside any facility on PRFTA. Oil-filled radiator type, infrared-red, construction, or garage portable space heaters including direct or indirect wall furnaces, RV, or fireplace type heaters must be pre-approved in writing based on electrical requirement(s), and available power at specific locations, and are not exempt from this policy.
8. Personnel requesting approval for use of a portable space heater may do so by completing the request form enclosed Portable Space Heater Usage Request Form. Submit the request form to the PRFTA DPW work order desk. The DPW electrician shall complete section 4a, and forward to the PRFTA Fire Department. The Fire Inspector shall complete section 4b. The Fire Department, will forward the request to the Garrison Safety Office. The Safety Specialist shall complete section 4c and assign an approval number. Once approved for use, the user will keep the original request form in the immediate vicinity of the approved space heater.
9. PROPONENT. The proponent for this policy is the Parks RFTA Garrison Safety & Occupational Health office at (925) 875-4303/4681.



Encl
Portable Space Heater Request

GERALD J. HALL
LTC, IN
Commanding