

## ST. JOHN'S SPACE HEATER REQUEST FORM

St. John's campus policy prohibits the use of space heaters unless written approval is received from Physical Plant Buildings & Facilities Manager. This policy is enforced due mainly to space heaters being a fire hazard and resulting heating imbalances within the building (too much heat in one area results in cold air being distributed to this area and others within the same zone). Unauthorized heaters will be immediately confiscated.

Please note that purchase and maintenance of the appliance is the sole responsibility of the requestor (they are not supplied nor maintained by St. John's). Approved space heaters must come equipped with a "Safety Tip-Over Switch" and are subject to random inspection by Physical Plant personnel. Non-compliance may result in loss of approval and confiscation of the heater.

To request a space heater, please complete the below form and return to Jason Welle, Saint John's Physical Plant, SJU via campus mail or email to [jwelle001@csbsju.edu](mailto:jwelle001@csbsju.edu). Each request will be reviewed on an individual basis. Resolution of the heating problems you are encountering is the goal, whether it be approving your request or implementing alternative options. You will be notified in writing (email or campus mail) of the decision on your request.

Thank you.

Jason Welle  
Maintenance Supervisor

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LOCATION (building and room number): \_\_\_\_\_

REASON FOR REQUEST: