E.24  No one uses space heaters in our office.

Intent  Space heaters are considered energy hogs with very good reason. The smallest electric space heaters can use about 10,000 BTUs per hour. Larger electric space heaters may use over 40,000 BTUs per hour. In addition, using space heaters can throw off the central heating control sensors and create an uncomfortable temperature environment for others in the office.

Point Value  4 points

Instructions  How to create a policy prohibiting space heaters:
1. Create a policy prohibiting use of space heaters in your office. Have a person designated as the “space heater reminder”. This should alternate among different staff people on a regular basis (e.g. monthly).
2. Inform all staff of the new policy by email and in person at a staff meeting.
3. Identify all current space heaters and ask the staff person to remove it from the office.
4. When a space heater is found to be in use, the designated person should remind the staff member that space heaters are prohibited and ask them to remove it from the office.