



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

22 DEC 2016

IMYN-ZA

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 36

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Portable Space Heater Permit Process

1. **REFERENCES:**

- a. AR 385-10, The Army Safety Program, 27 November 2013.
- b. AK 385-10, Eight Army Safety Program, 1 October 2010.
- c. AR 420-1, Army Facilities Management, 12 February 2008/RAR 24 August 2012.
- d. AK Reg. 420-1, Facilities Energy Management, 31 December 2008.

2. **PURPOSE:** To establish procedures for obtaining approval to use a portable space heater in a work environment.

3. **APPLICABILITY:** This policy applies to all Service Members and Civilians including contractors occupying space on USAG-Y.

4. **POLICY:** The use of portable space heaters on the Installation is **prohibited** except when explicitly approved on a case-by-case basis by the Directorate of Public Works (DPW), and USAG-Y Fire Department (FD). Portable space heaters consume large amounts of electricity and pose a significant risk of fire. Case-by-case approvals will take into consideration the following:

- a. Electrical requirements, facility wiring and load capacity.
- b. Overall heater condition, type, contents of facility, and presence of safety features such as element guards and an automatic shut off.

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c. Each heater must have been tested by a recognized testing company such as underwriter laboratories, factory mutual or Korean equivalent. The testing company approval must be physically stamped into the heater.

d. Each heater must have a safety feature which automatically shuts off the unit if it is tipped over.

5. Each approval will designate the specific heater by serial number and will be approved for a specific location by building number and office. **HEATERS MAY NOT BE RELOCATED WITHOUT A NEW WRITTEN APPROVAL.**

6. Once a heater is approved, operators must strictly adhere to the following:

a. Each heater must be turned off and unplugged from its wall receptacle when not attended (in the immediate vicinity).

b. Each heater must be kept a minimum of three feet away from combustible materials.

c. Never place any material on any part of a heater or heater flexible electric cord.

d. A portable heater may not be used in conjunction with any extension cord or surge protector. Each portable space heater must be plugged directly into a wall outlet.

7. Oil-filled, radiator-type portable space heaters, infrared heaters, construction, garage, direct-indirect wall furnace, RV heater or fireplace-type space heaters are not exempt from this policy. They also must be pre-approved in writing based on the electrical requirements and available power at each specific location. Portable gas or liquid fuel heaters are not exempt from this policy, and they will not be approved for use inside any facility.

8. Personnel requesting approval for use of a portable space heater will do so by completing the request form enclosed-PORTABLE SPACE HEATER USE REQUEST. Submit the form to the DPW work order section. Once approved by DPW the request is reviewed by the USAG-Y FD. Upon approval by the FD, bring the request form to the USAG-Y Safety Office for an approval number. Keep the original in the immediate vicinity of the approved heater location.

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9. **PROPONENT**: The proponent for this policy is the USAG-Y Safety Office at DSN 738-4643.

Encl  
Portable Space Heater  
Request 10-12



J. SCOTT PETERSON  
COL, CA  
Commanding

DISTRIBUTION  
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Enclosure 1 to USAG YONGSAN Policy 10-12 Portable Space Heater Permit Request

REQUEST TO USE THE FOLLOWING PORTABLE SPACE HEATER IAW USAG YONGSAN POLICY 10-12.

INFORMATION OF PERSON MAKING REQUEST:

**1. REQUESTER**

NAME \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
TENANT UNIT/DIRECTORATE: \_\_\_\_\_  
PHYSICAL LOCATION (BLDG # and RM #) \_\_\_\_\_

**HEATER INFORMATION:**

MANUFACTURER \_\_\_\_\_  
MODEL NUMBER \_\_\_\_\_  
SERIAL NUMBER \_\_\_\_\_

**2. USAG YONGSAN DPW**

1) Inspection of heater and location:

- a. **MEETS / DOES NOT MEET** Electrical standards (circle one).
- b. Recommend **APPROVAL or DISAPPROVAL** (circle one)

DPW Name and Signature of who inspected electrical requirements (MUST BE LEGIBLE)

Name: \_\_\_\_\_

**3. USAG YONGSAN FIRE DEPARTMENT**

2) INSPECTION OF THE REQUESTED HEATER

- a. An inspection of the requested heater and location was completed on: \_\_\_\_\_ (date)
- b. **MEETS / DOES NOT MEET** Fire protection requirements (circle one).
- c. Recommend **APPROVAL or DISAPPROVAL** (circle one)

Fire Inspector Name and Signature who inspected Heater and Facility (MUST BE LEGIBLE)

Name: \_\_\_\_\_

**4. INSTALLATION SAFETY OFFICE**

3) HEATER REQUEST IS: **APPROVED or DISAPPROVED**  
(Completed by Yongsan Safety Office only)

REQUEST NUMBER \_\_\_\_\_ (Assigned by the Installation Safety Office)

Name and Signature of Safety official (MUST BE LEGIBLE)

Name: \_\_\_\_\_

Note: A separate request is required for each specific portable space heater. Approved requests must be kept in the immediate vicinity of the approved location and available upon request of fire and safety personnel. For questions on this form please contact the Yongsan Installation Safety and Occupational Health Office at 738-5253.