



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY
UNIT #15333
APO AP 96205-5333

IMYN-ZA

09 OCT 2018

UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 46

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Portable Space Heater Exception to Policy (ETP) Process

1. **REFERENCES:**

a. AK Reg 420-1, Facilities Energy Management, 18Nov 2008

b. USAG Yongsan Pam 420-1, Fire Protection and Prevention Regulation, 1 July 2016.

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 United States Army Garrison Yongsan - Casey.

4. **POLICY:** The use of portable space heaters on the installation is prohibited except when explicitly approved by an Exception to Policy, by the Directorate of Public Works (DPW) Authority Having Jurisdiction (AHJ), and Yongsan – Casey 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.

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.

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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.

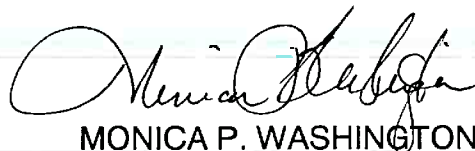
c. Never place any material on any part of a heater or heater flexible electric cord.

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 Yongsan-Casey FD. The approved original ETP shall be kept in the immediate vicinity of the heater on location, for inspection by Fire and Safety.

9. The proponent for this policy is the USAG Yongsan - Casey AHJ at DSN 730-6686 or 724-4925.



MONICA P. WASHINGTON
COL, LG
Commanding

Encl
Portable Space Heater
- Exception to Policy

PORTABLE SPACE HEATER EXCEPTION TO POLICY

1. REQUESTOR

NAME: _____ TELEPHONE: _____

EMAIL: _____

BUILDING: _____ ROOM #: _____ UNIT / DIRECTORATE INFO: _____

HEATER INFORMATION:

MANUFACTURER: _____

MODEL #: _____ SERIAL #: _____

2. USAG YONGSAN-CASEY FIRE INSPECTOR

INSPECTION OF HEATER AND LOCATION:

A. DATE OF THE HEATER & LOCATION INSPECTION: _____

B. FIRE PROTECTION STANDARDS: (Circle One) COMPLIANT NOT COMPLIANT*

*NONCOMPLIANCE JUSTIFICATION: _____

C. RECOMMENDATION: (Circle One) APPROVE DISAPPROVE

D. FIRE INSPECTOR: (Legible Name & Signature):

3. USAG YONGSAN-CASEY DPW ELECTRICAL BRANCH

(THIS SECTION TO BE COMPLETE BY USAG YONGSAN - CASEY DPW ELECTRICAL BRANCH)

A. FIRE PROTECTION STANDARDS: (Circle One) COMPLIANT NOT COMPLIANT*

*NONCOMPLIANCE JUSTIFICATION: _____

B. RECOMMENDATION: (Circle One) APPROVE DISAPPROVE

C. DPW ELECTRICAL INSPECTOR: (Legible Name & Signature):

4. USAG YONGSAN-CASEY DPW AHJ

(THIS SECTION TO BE COMPLETE BY USAG YONGSAN - CASEY DPW)

AUTHORITY HAVING JURISDICTION (AHJ): _____

HEATER REQUEST IS: **APPROVED** **DISAPPROVED**

APPROVAL SEQUENCE NUMBER: _____

AHJ OFFICIAL: (Legible Name, Signature & Date):

APPROVAL DOCUMENT MUST BE KEPT IN THE IMMEDIATE VICINITY OF THIS HEATER,
AS IT IS AN INSPECTABLE ITEM FOR SAFETY AND FIRE.