



PBC County City Property Management

SPACE HEATER REGISTRATION REQUEST

(Please Print)

Last Name First Name Building - Department - Division - Room Number

The purpose of this request is to identify requirements to register a personal space heater are as follows. I acknowledge that my Space Heater must meet the following specifications and operational requirements before it is approved for use on site:

1. Contain a non-glowing CERAMIC heat element or radiant heating panel.
2. Utilize a cool-to-the-touch housing.
3. Contain a tip-over automatic shut off.
4. Not exceed 750 watts.
5. Be UL or ETL approved.
6. Must not contain open wire heat elements and no oil filled units.
7. Be connected directly to a dedicated wall outlet (Not a cubical outlet).
8. Be connected to a timer device (750-watt capacity) set for normal business hours.
9. Be used only when I am present at my workstation.

Employee Signature Date Department Head or Designee Date

Please submit request to **Public Building Commission**
E-Mail: mbohy@lancaster.ne.gov

Public Building Commission, Facilities Manager Date