

# ARTS. PARKS. HISTORY.

Wyoming State Parks & Cultural Resources

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March 21, 2013

Dear employees,

During yesterday's Cabinet meeting, agency heads were asked to address the mounting problems being caused by employees' use of plugged in devices like space heaters. In some cases, the heat generated is triggering some buildings' A/C units to come on. We're also seeing circuit breakers being tripped and Fire Marshall Codes not being followed

An e-mail was sent on 10/11/12 reminding Barrett Building employees of the proper use of their space heaters, but many are not following those guidelines.

A&I is not intending at this time to create an agency-wide policy and we are being given the opportunity to deal with the issue internally. However, we really need to get a handle on this if we want to continue to have the flexibility to allow these devices to be used.

I expect all employees to adhere to the following requirements:

The use of portable space heaters is discouraged because of significant fire hazards, the problems they cause with the building ventilation system and the additional energy consumption they can present. If you wish to use a space heater, the following requirements must be followed:

- Only UL (Underwriters Laboratory) rated portable electric heaters will be allowed. The heater must be properly marked with the safety tag or marking visible. Users must read fully and become familiar with the manufacturer's instruction/owners' manual and follow all instructions. If you do not have the instruction booklet, most all owners' manuals can be looked up on the internet.
- Use of extension cords with portable heaters is **forbidden**. Electrical space heaters should be plugged directly into an electrical wall outlet.
- Space heaters should be at least three feet from combustibles (floor mats, rugs, cloth, paper, etc...), placed on floors and never located on furniture where they may fall.
- Always turn off and **UNPLUG space heaters when you will be away from your desk for more than five minutes** (this includes meetings, lunch, end of the day, etc...).
- Do not hide cords under rugs or mats, in case the cord overheats. If the space heater repeatedly "trips" the breaker, it should be checked by a qualified service center before being placed back in use.

Please understand that using these devices is a privilege, not an entitlement. I do not want to disallow these devices entirely but may have to if problems continue.

Thank you in advance for your cooperation.



Milward Simpson, Director



Matthew H. Mead, Governor  
Milward Simpson, Director