

**PORTABLE SPACE HEATER  
APPROVAL REQUEST PROCESS**

**PORTABLE SPACE HEATER REQUEST PROCESS:**

1. Contact the Utility & Energy Manager, Sean Halpin at 760.939.0651 or Mark Williams at 760.939.1251 to initiate the process.
2. The initial request will be via e-mail outlining justification from facility manager or building monitor.
3. Energy Manager Representative and Fire Inspector will follow-up with site visit to validate request.
4. Upon approval from the Utility & Energy Department, contact a Fire Inspector at 760.939.1620 or 4620 to acquire a Heat Producing Device Permit (11320.75).
5. Purchase of portable space heaters including Warehouse 10 shall be approved upon Waiver Issuance.

**SPECIFIC EXAMPLES OF AUTHORIZED PORTABLE SPACE HEATERS:**

1. Essential to mission readiness or goals and supported by command.
2. Spaces below 68 degrees for 3 consecutive days as an interim measure pending system repair or where determined it is more economical to authorize space heaters than to repair existing mechanical system.
3. Medical order issued by doctor or nurse practitioner.

**PORTABLE SPACE HEATER WAIVER APPROVED, WITH FOLLOWING CONDITIONS:**

1. All portable space heaters and their placement must be inspected and approved by Fire Inspectors or their representative. (Per Southwest Region Policy).
2. The heater shall not be placed under the individual's desk or within three (3) feet of combustibles.
3. Portable heaters must be plugged directly into wall outlet. Heaters must not be put on heavily loaded circuits, or circuit breakers will trip, causing building electrical outage problems.
4. Portable heaters shall be Underwriters Laboratory (UL) approved, have a built-in thermostat and tip-tilt/over device.
5. Portable Heaters must be secured/ turned off during all unoccupied hours or turned off when space temperature is above 68 degrees.

Sean B. Halpin  
China Lake Utility and Energy Manager  
NAVFACSW  
[sean.halpin@navy.mil](mailto:sean.halpin@navy.mil)  
760.939.0651 DSN: 437.0651  
COMNAVREGSWINST 4101.1A

Fire Prevention Office  
NAWS China Lake Fire Department  
  
760.939.1620/4620  
COMNAVREGSWINST 11320.1F

<https://www.cnic.navy.mil/ChinaLake/OperationsAndManagement/FireAndEmergencyServices/>

January 2012