

Category: 410  
Number: 413

Subject: **ALTERNATE HEAT SOURCE AND EXTENSION CORDS**

1. **PURPOSE:** The purpose of this policy is to establish a standard set of guidelines for departments in the installation and use of portable space heaters and the use of extension cords.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to all County Elected Officials, Agencies, Authorities, Boards, Commissions and Departments of Saginaw County who operate in a Saginaw County-owned building.
4. **RESPONSIBILITY:** Each Department Head is accountable for the implementation of this policy. The Director of Maintenance will provide assistance to departments requiring additional heat or necessary wiring.
5. **DEFINITION(S):**
  - 5.1 **Alternate Heat Source:** A device designed to provide temporary heat for a small area. Generally a 110 volt appliance or space heater; this definition includes fossil fueled space heaters also.
6. **POLICY:**
  - 6.1 Portable space heaters are designed to provide a temporary source of heat that enhances the environment for occupants. The County of Saginaw provides permanent HVAC systems for all facilities. Sources of non-system heat are not reliable, are inherently unsafe, and usually are expensive to operate. It is the policy of the Board of Commissioners to forbid the use of space heaters in county facilities.
  - 6.2 This policy applies to all space heaters, whether publicly or privately owned.
  - 6.3 Requests for exception to the policy will be considered for medical purposes. Employees should submit written recommendation from a licensed medical professional to their department head. This request should be forwarded to the Director of Maintenance, who will review, acquire and install the most appropriate device if able to do so and still comply with code restrictions.

- 6.4 Extension cords are prohibited as a substitute of permanent wiring. Temporary wiring may be obtained by contacting Maintenance and they will work to meet your needs by providing an approved extension cord or other means if possible.
- 6.5 No personal extension cords may be brought from outside of County premises or buildings for use in our buildings at any time.
- 7. ADMINISTRATIVE PROCEDURES: NONE
- 8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: August 12, 2003; Effective: October 1, 2003