



## DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVENUE, BUILDING 10500  
FORT LEE, VA 23801-1809

DCMA-DPS 014

MEMORANDUM FOR ALL DCMA EMPLOYEES

SUBJECT: Policy Statement on Space Heaters in the Workplace

Ensuring the health and safety of DCMA employees is a matter of paramount importance to me. The improper use of electric space heaters in DCMA offices can cause electrical circuits to overload, potentially leading to accidental fires. DCMA employees must obtain local approval to use space heaters at work and are required to follow the most stringent standards. Where space heaters are approved for use, they must:

- Never be left unattended while in use.
- Never be plugged into an extension cord or power strip (must be plugged directly into a wall outlet).
- Be located in areas at least three feet from any combustible material (unless otherwise specified by the manufacturer or restricted locally.)
- Never be used if the heater has a damaged cord or if you suspect the space heater is damaged.
- Be turned off and unplugged at the end of the work day.
- Be equipped with a tip-over device that automatically shuts off the space heater if knocked or tipped over.
- Be 750 watts (W) or less (if the heater has a low setting of 750W and a higher setting of 1500W, the space heater must always be used on the lower setting).
- Bear the mark or label of an independent testing laboratory.
- Prior to plugging the device in, the person desiring to use it shall first conduct a visual inspection, of the cord, to ensure its visual integrity.

These are the minimum standards that must be met. There may be additional requirements from the Contract Management Office, host, lessor, or fire marshal. Always be diligent about the personal electric appliances you bring into the workplace to prevent injuries and accidents.

David H. Lewis  
VADM, USN  
Director



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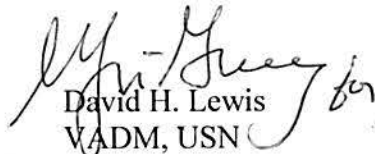
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