



Facility Operations
SPACE HEATER RELEASE FORM

Name of Employee: _____

Building of Employee: _____

Room # of Employee: _____

Reason for Space Heater: _____

By signing this release form, I understand the above employee was in violation of the Facility Operations Space Heater Policy by using an unauthorized space heater in his/her working area.

Upon signature, I will receive the space heater from Facility Operations and distribute it back to the employee for immediate removal from the campus.

Name of Dean/Director: _____

Signature of Dean/Director: _____

Date: _____