



LaRC ENVIRONMENTAL MINUTE

Standard Practice and Environmental Engineering Branch (SPEEB)

Energy Conservation

PERSONAL SPACE HEATER REQUEST PROCESS

Because personal space heaters use a significant amount of energy, their use is regulated on Center by LPR 8500.1. Portable electric space heaters are acceptable in two situations:

1. To temporarily supplement an area’s heating needs until a permanent solution can be found to correct the area’s heating problem.
2. As an authorized emergency-use measure when a building’s normal heating system fails.

***Both the LaRC Fire Chief and Energy Manager must approve any use of a portable electric space heater (either Government-purchased or employee-owned).**

But the process is easy!

1. Requestor submits request to the building’s Facility Coordinator (FC).
2. FC emails the request to the LaRC Energy Team (Kaitlin Slimak, Kaitlin.m.slimak@nasa.gov, 4-6236).
3. LaRC Energy Team will place a data logger in the concerning room to log the room temperatures for 3-5 working days.
 - a. If temperatures are below the required minimum for more than 10% of the time during working hours, the LaRC Energy Team will evaluate why.
 - b. If the issue cannot be fixed, the Energy Manager/Fire Chief will approve use of a space heater until repairs to the system can be made, if possible.

Responsible energy consumption means that LaRC is saving taxpayer dollars, reducing our environmentally harmful emissions, and conserving natural resources.

Minimum Room Temperatures		
Heating Season (max. settings)	Administrative Spaces and Labs	Occupied: 68-70 degrees F Unoccupied: 60 degrees F
	Shop Spaces	Occupied: 66-68 degrees F Unoccupied: 60 degrees F
	Warehouse Spaces	Not heated unless required for specific needs
Cooling Season (min. settings)	Administrative Spaces and Labs	Occupied: 74-76 degrees F Unoccupied: 82 degrees F
	Shop Spaces	Occupied: 74-76 degrees F Unoccupied: 82 degrees F
	Warehouse Spaces	Not cooled unless required for the storage of perishables