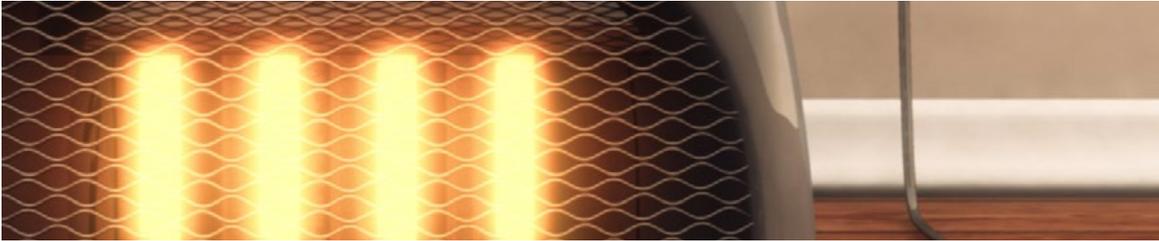


HOW

TO...

MINIMIZE USE OF SPACE HEATERS



SUSTAINABILITY OPPORTUNITY

In summer 2014, the Office of Sustainability conducted a Plug Load Equipment Inventory, which revealed that there are approximately 1,000 space heaters on campus that together cost the university \$150,000 per year. When a space heater is running, it uses about 1500 watts, which is 75 times more energy than a CFL light bulb. If everyone with a space heater on campus reduced their use by 1 hour per day, the university could save \$25,000 per year in electricity costs. Because office comfort is still the highest priority, the Department of Sustainability and Energy Management has generated some tips for how to reduce space heater use while still staying warm in the winter.

HERE'S HOW:

1) Check the temperature of your office space

The recommended indoor temperature in the winter is 68°F. You can use a thermometer to determine the temperature of your office and determine how it compares to the recommendation. If you don't have a thermometer but would like to know the temperature of your space, contact Zone Management for assistance.

- If your office space is typically below 68°F, contact Zone Management, and they will evaluate how to improve your building's overall heating and cooling system.

2) Carefully manage space heater use

Be sure to only keep your space heater on only when you are present. When you leave the room, be sure to turn the space heater off, and be sure to never leave a space heater on overnight. Here are some tips:

- Install a timer on your space heater to schedule it to turn on and off at predetermined times, so you don't have to remember to do so on your own.
- If you can program a temperature into your space heater, set it at 68°F. If this is too cool for you, keep a sweater at your desk to help you warm up.
- If your space heater is not programmable, be sure to turn it off when your space has warmed up.



HOW TO...

MINIMIZE USE OF SPACE HEATERS

CONTINUED

3) Make sure cold air is not leaking into your space (and hot air is not escaping)

- Make sure all windows are closed. If there's a draft from your window, submit a work request to get it sealed.
- Make sure doors to the outside are fully closed during the winter. If doors are propped open, cool air will leak in. If there's a draft from any outside doors, submit a work request to get it fixed.
- If you have a private office, close your door while your space heater is on to keep the warm air inside.
- Seal off rooms that are not in use regularly and do not need to receive heat.

4) Replace unsafe or inefficient space heaters

- If your space heater has exposed coils, it is considered a fire hazard by the Fire Marshall's Office and should be replaced.
- Consider upgrading to a radiant space heater, which uses about half the amount of energy as a standard convection space heater.

5) Try to stay warm without the space heater

- Wear warm clothing or keep a blanket or throw at your desk for particularly cold days.
- Get your heart rate up—Not only will it bring your body temperature, but it will stimulate brain activity!
- Drink warm beverages
- Keep your drapes, blinds, and shades open when windows are exposed to direct sunlight and try to position yourself to sit in the sun. If it is overcast or nighttime, close your drapes and blinds to keep warm air inside your office.



Radiant space heaters use about half as much energy as convection heaters because they radiate heat in a single direction rather than heating a whole room.



Space heaters with exposed coils are considered a fire hazard by the Fire Marshall's Office

MORE INFORMATION

CARDINAL GREEN OFFICE PROGRAM

<http://sustainable.stanford.edu/cardinal-green/campaign/cardinal-green-office-program>

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