

October 22, 2021

ENERGY & COMFORT @ WSU

WSU Tenant Engagement Program Newsletter for French Administration, Lighty Student Services, and Smith Center for Undergraduate Education building occupants.

IT IS HEATING SEASON!

Space Heater Safety Tips and Replacement Options:

The weather is changing, and the cold will be upon us before we know it! That means that it may be time to dust off your office space heaters (or better, yet, add more layers of clothing). Just a friendly reminder: space heaters on campus are regulated by SPPM 8.50. Here are a few quick tips to ensure your space heater is fire safe:

- Portable space heaters should use about 200 watts or less of electricity.
- Space heaters must have the tip over on/off switch.
- Space heaters need to be UL listed.
- Heaters need to be plugged into an electrical receptacle or power strip (surge protector) – Do not use with basic extension cords and avoid tripping hazards.
- Keep combustible materials like paper, wood, cardboard and packing materials away from your space heaters. Be aware of any papers that could be moved around your office by blowing air.
- Make sure to turn off heaters at least 15 minutes before you leave work to ensure they have cooled down. Unplugging them entirely is another option to stay safe.
- Never leave a heater unattended. (This means NOT leaving it on over lunch breaks, over weekends, or while working remotely).
- An electric radiant type of heater with the elements that glow bright red or orange are not allowed due to the extreme fire danger.



If you have questions or need additional information, please contact WSU Fire & Safety Compliance Officer Darren Jones by phone at 509-335-4310 or by email at dmjones@wsu.edu.

Some recommended replacement options: Please note space heaters that use slightly over 200 watts will be allowed (up to 300w). However, other listed requirements are non-negotiable.

- **Marley Engineered Products:** [Radiant Panel Heater 202SL](#)
- **Honeywell:** [Mini Ceramic Personal Heater HCE100B](#)
- **Lasko:** [MyHeat 200 watt Personal Ceramic Space Heater](#)
- **Cozy Products:** [Radiant Panel Space Heater](#)
- **Cozy Products:** [CLS Metal legs for Radiant Panel Space Heater \(stand for above\)](#)
- **Sengoku:** [Under Desk Mini Radiant Panel Space Heater](#)
- **OLYDON:** [Under Desk Folding Leg Warmer](#)



REMINDER: Please avoid placing a space heating device near your thermostat, as it will alter the heating output of your space. Additional heat from a source such as a space heater can trick your thermostat, making it seem as if the space is too warm, triggering cooling outputs. **This can create discomfort for your work neighbors if your thermostat thinks that it is warmer than it actually is within the space!** If you must use a space heater, be sure it is under your desk, and far from any sensors.

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BUILDING TEMPERATURES

WSU is in the process of switching buildings over to heating mode. Most buildings have recently had their chilled water lines drained and have been converted from cooling over to heat. The remaining buildings should be converted to heating this week. Heating is also being set to turn on at 68 degrees Fahrenheit, which is back up to the pre-COVID temperature conditions. For comparison, last year, an area could get down to 65 degrees Fahrenheit before heat turned on. **The temperature adjustments made last year (heating changed from 68 to 65 and air-conditioning from 76 to 78) saved WSU ~ \$1M in energy costs.** With the temperatures back up this year you may not need extra heat for your area, but if you do, please follow the buying and use guidelines for space heaters.

IF AN AREA IS SLICK WITH ICE OR SNOW, PLEASE CONTACT 335-9000

The largest cause of injury at WSU is from slips, trips and falls. With winter weather comes ice and snow. Please be extra cautious when navigating metal areas such as grates, street crossings and curbs, and high traffic areas with compact snow or ice. If you find an area that is a hazard, please call 509-335-9000.



WEATHER IMPACTS

High winds, freezing rain, and heavy snow events tend to cause power outages and can close highways. COVID -19 is also bringing supply chain disruptions that can be exacerbated by winter weather and storms. Please prepare your vehicles, homes, and work areas to keep you safe while traveling, sheltering in place, or during periods of limited supply.

EMERGENCY CONTACTS

- In event of a life-threatening emergency please call 911.
- In event of a security or safety concern please contact WSU Safety Services at 509-335-1380.
- In event of a facility issue (such as a water leak) please call Facilities Services at 509-335-9000.

ONGOING OPPORTUNITIES:

Highly Recommended for all Employees: Energy Efficiency and Comfort Training

We have developed an Energy and Comfort Training module, which is now hosted on the HRS learning platform, Skillsoft. We encourage you all to take this training, which should take you about 45 minutes. Please [CLICK HERE](#) to take the training at your earliest convenience.

Note: During these unusual COVID times, please follow University and CDC guidelines for any additional building operation guidance. For buildings without central/forced air HVAC, recommendations for opening windows for instance, may vary depending upon local COVID prevalence, outdoor temperatures, and wildfire smoke. Please reach out to your building's Facilities contact with any specific questions.

Do you want a free smart power strip for your WSU workstation?

We are **still** looking for WSU employees to participate in this study that work in French, Lighty, or the CUE. The procedure includes measuring active energy use from the electronics used at your desk and installing a timed smart power strip. Once installed (takes about 30 minutes), the device will stay at the workstation indefinitely, but no further participation is necessary. Please contact Shelby Ruiz at shelby.ruiz@wsu.edu or via teams to get scheduled.

Please send us any comfort complaints or identified opportunities of saving energy in your office or department. We can help identify non-energy solutions or get you resources to mitigate the issues as they arise.

Thank you for reading this month's newsletter!