



# Purchasing Newsletter

VOLUME 4, ISSUE 3

JULY 18, 2014

## SPECIAL POINTS OF INTEREST:

- **Portable Space Heater Guidelines**
- **UNM Mailing Systems**
- **Copy Center**

## INSIDE THIS ISSUE:

- Space Heater Guidelines** 1
- UNM Mailing** 1
- Space Heater Guidelines (Cont'd)** 2
- Space Heater Guidelines (Cont'd)** 3
- UNM Copy Center** 3

## Portable Space Heater Guidelines

### Purpose

These guidelines provide direction for the use, specifications and prohibition of portable electric space heaters, in buildings and facilities at the University of New Mexico and are consistent with the *State of New Mexico Fire Prevention and Public Occupancy rule (10.25.5)*, and the *Occupational Safety and Health Administration*.

### General

During the cold weather months, portable electric heaters are often used to supplement a buildings heating system. These heaters can pose a major workplace fire safety hazard, with the potential to ignite nearby combustibles, as well as consume a consider-

able amount of electricity. The use of portable electric heaters is discouraged, but may be approved under certain circumstances, and can provide a source of temporary heat in a small spaces or areas where the facility's heating system is not providing adequate heating.

### Procedures

When a problem occurs with the buildings heating system, or if your room or area is not receiving adequate heat, the UNM Physical Plant Department (PPD), shall be contacted via the iService Desk, to report the problem.

(Cont'd on Page 2)

## From Your Office to the Post Office

**Did you know UNM has its own fully automated, Full Service Mail Center?**



UNM Mailing Systems can *save you* substantial amounts of *money* and *time* when you bring your large mailings to them for processing. Why go to an outside mailer when you can utilize their postal expertise, exemplary customer service and in-depth knowledge of both USPS and UNM regulations. Below is just a brief list of services that you can take advantage of to save time and money:

- Folding and Inserting
- Tabbing and Sealing
- Address list cleansing including forwarding addresses

- Addressing and Mailing
- Business Reply Mail Design
- Free Mail Piece Design Consultation
- Competitive pricing

Consult with their mail piece design experts before you head to the printer, and you can be certain your mail piece gets designed and printed right the first time! With their expert knowledge of USPS regulations and requirements, you can be sure that your piece qualifies for the best possible postage rates, and maximum deliverability with the US Postal Service.

Have your printer *deliver* your mail piece *directly* to our facility or contact our partner, UNM Copy Center, for your printing and copying needs. This is a great way to keep your dollars on campus.



Do you have a comment or question for the newsletter?  
[Email us!](#)

PURCHASING  
NEWSLETTER

## Portable Space Heater Guidelines (Cont'd)

PPD personnel will be dispatched to evaluate the situation to determine if an adjustment that can be made to provide your area more heat.

If PPD cannot resolve your heating issue you may be approved for a space heater. This will be on a case-by-case basis.

The approval will also depend on adequacy of the electrical system in your building to accommodate an electric heater.

Once approved, a portable electric space heater may be checked out from UNM PPD, if available, or one may be purchased through UNM Purchasing Department.

Whether purchasing a heater or if one is provided by PPD, you will be issued an approval letter with the following information:

- Your name and UNM ID.
- Building number where the heater will be used.
- Building name
- Room number and/or location where heater will be used.
- The UNM Department you work for.
- [Example Letter](#)

If purchasing a heater you shall submit a copy of the approval letter to the purchasing department for procurement.

Once you receive your portable space heater, whether it was purchased through the UNM Purchasing Department or provided by PPD, it shall be brought to the Safety and Risk Department (SRS) with a copy of your PPD approval letter, and the manufacturer's instructions to be inspected and to obtain an SRS permit for its use.

A copy of the PPD approval letter and SRS Permit will be issued and shall be posted in the room or area where heater is approved for use.

Failure to post the approval form in will nullify your heater approval.

### Heater Specifications

Portable electric space heater shall meet the following specifications:

- Heaters shall bear a Label from an OSHA recognized testing laboratory (e.g., Underwriter's Laboratory (UL), FM Approvals LLC (FM), ETL/Intertek etc.).
- Heaters shall have a low center of gravity and shall have a tip over safety switch to shut off heater if tipped over.
- Heater shall be provided with over heat protection.
- Heater shall be limited to 1500 watts.
- Manufacturer's instructions shall be read and followed.

### Proper Use of Portable Electric Space Heaters

- The user shall read and follow manufacturer's instruction and warning labels.
- The heater shall be plugged directly into a wall outlet.
- The heater shall not be plugged into extension cords or power strips.
- The heater's power cord shall not be run under rugs or furniture and shall be routed in a manner that it does not pose a trip hazard.
- The heater shall not be used under desks.
- The heater shall not be operated within 3 feet of combustible materials.
- The heater shall be placed on a stable, level flat surface and located where it will not be knocked over.
- The heater shall be continually attended and shall be turned off when space is not occupied.
- The heater shall be unplugged at the end of each business day, or when unattended for long periods, of more than a full business day, (i.e. over the weekend or campus breaks).

## Portable Space Heater Guidelines (Cont'd)

- The heater shall be inspected prior to each use to ensure power cord is not damaged.

### Existing Portable Electric Space Heaters

In order to obtain a permit from Safety & Risk Service (SSR) for your existing heater you will have to bring you heater along with an approval letter from the Physical Plant Department (PPD) to SSR for inspection. If the heater does not meet the specification outlined in Section D of these guidelines it will not be issued a permit. Any heaters being used without authorization shall be removed from service.

### Prohibitions on Portable Electric Space Heaters

Only approved electric space heater shall be used. Any heater found in use without an approved a

Permit from SRS and approved letter from PPD shall be removed from service.

The use of portable electric space heaters in any residence hall or dormitory is strictly prohibited.

Heaters shall not be used in any area where flammable vapors may be present.

Heaters shall not be used in damp areas and operated only in locations for which they are listed.

Questions concerning these guidelines may be addressed to Safety and Risk Services at (505) 277-2753 or the Physical Plant Department at (505) 277-7829.

**The Purchasing, Accounts Payable, PCard, CIG, and University Services Departments will be closed from 12:00 to 2:00 p.m. on Friday, July 25, 2014**

## UNM Copy Center Services

The UNM Copy Center provides a wide range of services available to Staff and Faculty.

The Copy Center has the inventory available to fulfill all of your paper needs and even has FREE delivery! You can order the quantity you need including pallets of paper cases.

The mission of the UNM Copy Center is to provide cost effective materials to the University. Faculty and Staff are encouraged to utilize their services.

For more information you can contact the Copy Center at (505)-277-8267 or [unmcopycenter@unm.edu](mailto:unmcopycenter@unm.edu)

Visit the Copy Center's website at <http://unmcopycenter.unm.edu/> for pricing and a list of products and services.

## Reminders

Except under very limited circumstances, UNM's Conflict of Interest policy 3720 section 6 prohibits University departments from contracting with a vendor who is a current UNM employee or a former employee who worked for the University in the past 12 months.

Under the Policy, "employee" refers to all employees (faculty and staff) of the University, to public and student members of University advisory boards and committees, and other volunteers serving in an official capacity.



## **Purchasing Department**

MSC01 1240

1 University of New Mexico  
Albuquerque, NM 87131-0001

Phone: 505-277-2036

Fax: 505-277-7774

E-mail: [purch@unm.edu](mailto:purch@unm.edu)

Website: [www.unm.edu/~purch/](http://www.unm.edu/~purch/)

## **What Do You Think?**

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [jglucero@unm.edu](mailto:jglucero@unm.edu).

Thanks for reading!