

# Heater and Radiator Safety in the Office

## Stay Warm and Safe: Heater and Radiator Safety Guidelines

As we experience colder winter months in NYC, maintaining a safe office environment is more important than ever. Proper use and care of heating systems are critical to preventing fire hazards. This month's flyer emphasizes heater and radiator safety to keep everyone warm and secure in the workplace.

### Heater and Radiator Safety:

- **Keep Radiators and Heaters Clear:** Maintain at least **3 feet of clearance** around all radiators and heat-providing equipment. This includes keeping paper, boxes, and other combustible items away from heat sources.
- **Avoid Placing Items on Radiators:** Never hang clothing, towels, or other materials on radiators, as this can increase the risk of fire.
- **Portable Heaters Are Prohibited:** Portable heaters are not allowed in office spaces. Use only building-approved heating systems to ensure safety.
- **If your workspace is too cold:** Contact the building engineer to troubleshoot the issue and ensure proper heating in the area.

### Clutter-Free Office Space:

- **Organize Around Heat Sources:** Store materials like paper, cardboard, and flammable items away from radiators and heaters.
- **Clear Pathways:** Ensure hallways, emergency exits, and workspaces remain free of clutter to allow for safe movement and access.

### Stay Vigilant:

In cold weather, radiators and heaters are essential, but their safety must be a priority. By following these guidelines, we can keep our office spaces safe and warm. If you notice any issues with heating systems or unsafe conditions, report them immediately to your Fire and Life Safety Director or building management.

 Let's work together to stay safe and secure this winter season!



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