



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT EISENHOWER  
307 CHAMBERLAIN AVENUE  
FORT EISENHOWER, GEORGIA 30905-5730

AMIM-EIG-SO

**JAN 14 2025**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Memorandum No. 25 - Use of Supplemental Space Heaters

1. References:

a. AR 420-1, Army Facilities Management, Rapid Action Review, 24 August 2012.

2. Space heaters may not be operated until approval is received from the Directorate of Public Works (DPW) Energy Manager (EM), the Garrison Safety Director (GSD), and the Directorate of Emergency Services (DES) Fire. The following personnel are the points of contact for requiring the use of space heaters from the above directorates:

a. DPW EM: James P. Johnson, james.p.johnson2.civ@army.mil, Phone (706) 791-6184.

b. GSD: George S. Conrad, george.s.conrad.civ@army.mil, Phone (706) 791 -0172 or Javone Somersall, javone.somersall2.civ@army.mil, Phone (706) 791-6863.

c. DES Fire: Corwin A. Turner, corwin.a.turner.civ@army.mil, Phone (706) 791 – 2276.

3. A memorandum on unit letterhead requesting approval to operate a space heater will be emailed to the EM and must contain the following information:

a. Building number, room number, and work area location.

b. Contact information (name, email, phone number) of the person making the request, to include their supervisor.

c. Justification for supplemental heating with any supporting documentation.

4. Upon receipt of a request for use of a space heater, the EM will coordinate with the appropriate Facility Manager (FM) of the DPW Operations and Maintenance Division (OMD) and GSD for an assessment of the proposed work area.

a. The EM will determine if the space heater is the most energy efficient method of providing heat to the work area. If approved, a sticker will be placed on the heater and

AMIM-EIG-SO

SUBJECT: Garrison Commander's Policy Memorandum No. 25 - Use of Supplemental Space Heaters

the wall outlet for it to be plugged into. Only a tested and approved circuit will be used to power the space heater. The use of extension cords is prohibited. The requester will receive an approval memorandum via email for their records.

b. Based on the EM's findings from a scheduled/coordinated work area assessment, a work order may be generated to adjust or repair the servicing HVAC system of the proposed work area prior to approval.

c. If the use of a supplemental space heater is deemed reasonable, the EM will authorize use documented in an email to the requester and supervisor, DES, and GSD. The approval must include an approved period of operation as a reference for future safety inspections.

d. The tracking spreadsheet of approved and numbered space heaters will be maintained by the EM and shared with the DES and GSC.

e. The only authorized space heater is a "radiator-type heater" featuring an element sealed in diathermic oil, which heats internally and is rated as "zero-clearance" for combustibles in the attached enclosure.

5. If disapproved, requestor and requester's supervisor will be informed via email for their records.

6. The proponents for this policy are the Director of Public Works at (706) 791-3225, the Director of Emergency Services at (706) 791-2705 and the Garrison Safety Director at (706) 791-0172.



ANTHONY J. KAZOR  
COL, CM  
Commanding