DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

SEP 16 2026

AMIM-GOG-ZA (385-10dd)

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 24 – Use of Supplemental Space Heaters

1. Reference: AR 420-1 (Army Facilities Management).

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: Phone (706) 791-6184.

b. GSD: Phone (706) 791-0172.

c. DES Fire: Phone (706) 791-2276.

3. A memorandum on the unit's letterhead requesting approval to operate the 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, including 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), GSD and DES Fire for an assessment of the proposed work area.

a. The Requester shall initially submit an Army Maintenance Service Request through the facility service portal (ArMA). The assigned Facility Manager (FM) will determine if there exists a deficiency of the building systems and is therefore unable to provide adequate heating within the established temperature heating band contained in the Army regulations.

b. Based on the 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 existing system cannot be made serviceable to provide adequate heating, the EM will determine if the space heater is the most efficient method of providing heat to the work area. If approved, a sticker will be placed on the heater and 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 requestor will receive an approval memorandum via email for their records.

d. If the use of a supplemental space heater is deemed reasonable, the EM will authorize use documented in an email to the requestor and supervisor, DES, and GSD. The approval will include an approved period of operation, up to twelve (12) months from the date of approval as a reference for future safety inspections. This approval is required to be resubmitted and reapproved before date of expiration for up to an additional twelve (12) months.

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

f. 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, the requestor and the requestor's supervisor will be informed via email about their request.

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.

NANCY K. HARRIS
COL, SC
Commanding

Encl
Supplemental Space Heater Memo

AMIM-GOG-ZA
SUBJECT: Garrison Commander's Policy Memorandum No. 24 – Use of Supplemental Space Heaters

AMIM-GOO-XX (DPW Office Symbol)

MEMORANDUM FOR Fort Gordon Directorate of Public Works Energy Manager, Fort Gordon, GA 30905

SUBJECT: Request use of Supplemental Space Heater authorization

1. Reference: Fort Gordon, Garrison Commander Policy Memo No. 24, Use of Supplemental Heaters dated 09 JUL 2026.

2. The (Directorate Name), request the Directorate of Public Works Energy Manager to conduct an assessment of (WORK AREA), in (ROOM Number) located in (BUILDING NUMBER) to determine if use of a supplemental space heater is warranted and to issue a memorandum to the (Directorate Name) and (Supervisor Name) that use of a supplemental space heater is authorized in that work area for (NAME of INDIVIDUAL).

3. POC is the undersigned at email and phone number.

XXXXXXX X. XXXXXXXX
RANK / GRADE