



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GA 30905-5735

AMIM-GOG-ZA (385-10dd)

OCT 08 2025

MEMORANDUM FOR SEE DISTRIBUTION

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

1. Reference: 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: 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 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 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.

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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 requestor 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, 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.

Encl:  
Supplemental Space Heater Memo

A handwritten signature in black ink, appearing to read 'Anthony J. Kazor', with a long horizontal line extending to the right.

ANTHONY J. KAZOR  
COL, CM  
Commanding



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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. 25, Use of Supplemental Heaters dated 20 OCT 2022.
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.

XXXXXXXXX X. XXXXXXXXX  
RANK / GRADE