ELECTRIC HEATER QUICK GUIDE

Heaters are provided for residents to continue to utilize outdoor spaces. We hope they enhance your experience even as the temperatures drop! Please do your part to keep yourself and others safe as you use this resource. Thank you for your help in preventing injury or damage by following these instructions. Be sure to continue following all COVID-19 policies, including those related to events and gatherings.

**Hours of Use:** 11:00 am to 11:00 pm  
**Check Out/Return Location:** Residence Front Desk

**Setting-Up and Operating the Heater**

1. Test GFCI – Press test and reset button – if it doesn’t work, notify the House Operations Manager.  
   a. If the outdoor outlet doesn’t have a GFCI, request one at the front desk.
2. Find a flat surface to place the heater at least 3 ft. away from any combustible material (building, trees, outdoor furniture, etc.).
3. Plug in the unit – use extension cords only if needed.
4. Cover the part of the cord that crosses walkways with the cord protector – request it at the front desk
5. Press On/Off button

**Returning the Heater**

1. Turn off and unplug the unit at least 30 minutes and do not handle until the unit is completely cool before returning it to the front desk.
2. Return the unit, extension cord, portable GFCI, and cord protector (if applicable) to the front desk.
3. Sign your initials and time on the sign-out sheet.

**Having Trouble?**

If you are experiencing trouble using the heater, please contact the following:

1. House Operations Manager
2. Evening Operations (Unit-12)
3. In an emergency, call 617-253-1500

**IMPORTANT**

- COVID-19 policies still apply, so please make sure to maintain physical distancing and wear face coverings while using outdoor heaters.
- Do not use the heater in inclement weather (rain, wind, or snow)
- Do not cover or store the unit when it is still hot.
- Do not use the unit inside, to dry clothes, or reheat food.
- Do not leave the unit unattended.
- Do not use sprays, aerosols, or create dust near the unit.
- Keep animals and kids away from the unit; young children should be carefully supervised.