



# Christopher Newport College

50 Shoe Lane  
Newport News, Virginia 23606

December 10, 1982

## MEMORANDUM

TO: Faculty & Staff  
FROM: President Anderson  
SUBJECT: Electric Heaters and Electric Fans

I encourage rigorous compliance with our college's program of utilities conservation. I ask each of you to be mindful of our need to conserve electricity and fuel resources.

It is nonetheless recognized that pockets of cold (or hot) air can develop in certain of our buildings, in spite of Buildings and Grounds' best efforts to balance our systems. Consequently, I am authorizing the Vice Presidents to permit limited use of electric space heaters and fans within their respective areas of responsibility, on a case by case basis. Use at each location should be approved in writing by the appropriate Vice President. Appropriate safety precautions should be solicited from Chief Capehart, our Safety Coordinator, and adequate power availability should be determined by Buildings and Grounds personnel.

Under no circumstances should such devices be left on and unattended, or placed close to furniture, clothing, carpet or similar flammable materials.

JEA

JEA:bjo  
Copy to -  
Vice President Summerville  
Vice President Eagle  
Vice President Behymer