Policy Number:	**600.14**
Policy Title:	**Space Temperature**
Subject:	**Section 600 – Physical Plant**
Date Adopted:	**March 4, 2014**
Date(s) Revised:	
Approved by:	**Daniel J. Bingham** **Dean/CEO** **Helena College University of Montana**

POLICY STATEMENT:

Helena College, in accordance with the State of Montana's recommendations, and with respect to the ACUPCC (American College & University Presidents Climate Commitment), has adopted a Space Temperature and Appliance Policy. This policy establishes target set points for the heating and cooling seasons with acceptable margins of fluctuation as outlined in the attached procedures.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:

Helena College's energy management strategy for heating and cooling campus facilities centers on providing comfortable interior space temperatures as efficiently as possible and with environmental sustainability as a top priority.

Our strategy provides specific interior space temperature set point targets for both the heating and cooling seasons, for both occupied and non-occupied time periods. These set points are entered into the Energy Management System and monitored by the Director of Facilities.

THE IMPORTANCE OF SET POINTS:

Providing heating and cooling to the campus requires significant annual funding allocations and generates significant carbon emissions. Since Helena College is committed to financial and environmental sustainability, it is crucial that we have sound energy management strategy. Part of this strategy involves space temperatures. When heating and cooling spaces, even small changes in temperature settings represent significant amounts of energy consumption and carbon pollution. Consequently, it is important to establish comfortable space temperature targets, but to also keep sustainability in mind.

THE IMPORTANCE OF SCHEDULE:

Schedule plays a very important role in sustainable heating and cooling operations. In the simplest terms, maintaining 'occupied' heating and cooling levels in spaces that are devoid of people does not make good financial or environmental sense. This is akin to leaving the lights on when you leave a room. This aspect of the college's overall energy management strategy is extremely important since the result of successfully managing temperatures when spaces are not in use has tremendously positive effects on our energy consumption profile.

THE HEATING SEASON STRATEGY FOR CLASSROOMS AND OFFICES:

- Occupied Target: 70 degrees
- Non-Occupied Target: 60 degrees
- Margin of Error: +/- 2 degrees
- During extended break periods, temperatures are maintained at lower levels.
- Please note that some areas are difficult to control due to the design of mechanical systems, and therefore, some spaces may be more than two degrees warmer or cooler than the target.

THE COOLING SEASON STRATEGY FOR CLASSROOMS AND OFFICES:

- Occupied Target: 74 degrees
- Non-Occupied Target: 85 degrees
- Margin of error: +/- 2 degrees
- During extended break periods, temperatures are maintained at higher levels.
- Please note that some areas are difficult to control due to the design of mechanical systems, and therefore, some spaces may be more than two degrees warmer or cooler than the target.

REQUESTS FOR SERVICE:

There are areas on campus which are challenging to maintain within the targeted set points. In the event that a space seems to cold or too warm, Maintenance personnel will take the following actions:

- They will measure the temperature within the room in question – using digital thermometers that provide immediate air-temperature read-outs.
- If the temperature is within the range proscribed by this procedure, they will take no action related to altering the mechanical systems in the space or building. They may still seek ways to provide greater comfort, related to drafts, etc.

- If the temperature does not comply with this procedure, they will make every effort to correct the problem.
- If corrections are unable to be made in a satisfactory time period – they will, pending departmental approval, supply a small space heater or fan.
- If provided, space heaters and fans must be turned off when a space is not occupied.

THE IMPORTANCE OF INSULATION:

In both the heating and cooling seasons, energy is wasted and space temperatures are negatively affected by poor insulation. Therefore, it is important to keep doors and windows closed tightly during the heating and cooling season. Even the most efficient heating and cooling systems will not perform well if building occupants are not mindful of closing windows and doors.

THE "IN BETWEEN" SEASONS:

In the spring and fall, outdoor temperatures can change rapidly from hot to cold – even within the confines of a single day. At Helena College, we refer to this as the 'in between season,' and it represents a very challenging time of year in terms of maintaining comfortable interior space temperatures. Some of the mechanical systems on campus are not able to react to rapid changes from heating to cooling (and vice versa). While every effort is made to keep the temperature within the specified range, many variables beyond the control of maintenance staff make it difficult to meet that goal at all times. If at any time these efforts are not successful, then either heaters or fans will be made available as appropriate.

COMMUNITY COOPERATION:

Helena College would like to thank the entire community for the cooperation received regarding these matters. Truly, it is the Helena College community's cooperation and understanding of these issues which will allow us to be successful in matching our words with our actions as we continue to excel in the arena of sustainability.