

**Facilities Management Department
Policy Statement #2**

Temperature Policy

1. Purpose

The purpose of this policy is to provide temperature guidelines for all University buildings and spaces. Facilities Management will strive to meet mandated energy goals and support sustainability initiatives by efficiently managing and reducing the consumption of energy in a manner consistent with providing an optimal environment for teaching, learning and resident life.

2. Definitions

- A. **Occupied Hours:** Periods of time when building occupants are expected to be in the buildings.
- B. **Unoccupied Hours:** Periods of time when building occupants are not expected to be in the buildings.
- C. **Load Shifting:** The shifting of specific electrical kW demand loads to off-peak billing periods (e.g.: pre-cooling of buildings during the daily off-peak kW demand periods such as in the morning hours until 1:00 pm). This energy conservation measure will reduce on-peak kWh energy billing.

3. Occupied Hours

- A. Facilities Management has published the following occupancy hours for heating, cooling comfort, and energy conservation: For all non-residential life buildings, 7 AM to 7 PM Monday through Thursday, and 7 AM to 5 PM on Fridays.
- B. Operation schedules may be modified in cooperation with the Energy Manager as needed to accommodate non-standard building operations.
- C. Facilities Management will send out communications periodically to confirm current schedules are accurate.
- D. For non-recurring events, ensuring that the event is published in 25 Live will prompt a temporary occupancy schedule change for that space.

4. Temperature Guidelines

- A. Facilities Management has established the following temperature range for heating, cooling comfort, and energy conservation:

Season	Occupied	Unoccupied
Summer	72 °F to 77 °F / 40% to 60% RH	83 °F Maximum
Winter	68 °F to 72 °F	63 °F Minimum
ITS Areas	73 °F to 77 °F / 60% RH Maximum	80 °F & 60% RH Maximum

- B. These temperature set points are based on recommendations from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers for occupied spaces.
- C. If the occupants' space falls outside the established temperature ranges, they should report it to the Building Manager(s) or Building Liaison(s) (see D below). Occupants within University's buildings / space should not expect temperatures to be adjusted unless they fall outside the established ranges in the Temperature Policy.
- D. Building Managers and or Building Liaisons should submit [work requests](#) when areas are outside of the noted ranges.
- E. For non-recurring events, ensuring that the event is published in 25 Live will prompt a temporary occupancy temperature change for that space.

5. Exceptions

- A. **The temperature range does not apply to areas requiring special conditions such as server rooms, computer labs, assembly spaces, sensitive research labs or special collections.** Temperature ranges for these areas will be set by the Energy Manager in consultation with the Department responsible for the space.
- B. Other exceptions to these guidelines for unique operational reasons must be approved by the Energy Manager. This includes requests for a building to remain "occupied" during holiday periods.

Revision History:

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