

**Facilities Management Department  
Policy Statement #2**

**TEMPERATURE POLICY**

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**1. Purpose:**

The purpose of this policy is to provide temperature guidelines for University buildings. 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 teaching and learning environment.

**2. Temperature Guidelines:**

**a. Temperature Ranges:**

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

“Occupied” Hours:

Heating Setpoint = 71 Deg. F  
Cooling Setpoint = 75 Deg. F  
Pneumatic Thermostat = 73 Deg F

“Unoccupied” Hours:

Heating Setpoint = 60 Deg. F  
Cooling Setpoint = 85 Deg. F  
Pneumatic Thermostat = 73 Deg F

Holiday Periods:

Closed buildings will be heated or cooled only enough to insure building systems are not harmed during holiday periods.

**b. Temperature Control**

Heating will be provided if the space temperature drops below the heating set point and cooling will be provided if space temperature rises above the cooling set point. Space temperatures will be allowed to float without mechanical cooling or heating between the heating and cooling set points.

Temperatures may fluctuate within the building around these set points. Within system limits, every effort will be made to stay within 1° F of the occupied hours range, i.e. maintain 70° F – 76° F. Where setback of temperatures or shutdown of equipment is scheduled, humidity will be maintained below 65% relative humidity.

Building automation controls with remote monitoring and control capability will be employed to provide temperature control with the minimum required energy for each application and associated time. Building automation controls without remote control capability (pneumatic thermostats) will be set at a constant setpoint of 73° F.<sup>1</sup>

**c. HVAC Equipment Hours of Operation:**

Heating, Ventilation, and Air Conditioning (HVAC) equipment hours of operation will mirror the hours of primary building occupancy. For the purpose of this policy “primary building occupancy” shall be defined as Monday – Friday, 7:00 am through 7:00 pm. Buildings with evening or Saturday classes will have different HVAC setback times depending upon each building’s schedule.

**d. Exceptions:**

**The temperature range does not apply to areas requiring special conditions such as server rooms, computer labs, sensitive research labs or special collections.**

Temperature ranges for these areas will be set by the Zone Supervisor in consultation with the Department responsible for the space.

Other exceptions to these guidelines for health or unique operational reasons may be approved by the Director of Facilities Operations via written request from the Zone Supervisor, Area Manager or Building Liaison. This includes requests for a building to remain “open” during holiday periods.

Space temperatures maintained during designated “unoccupied” hours may not be suitable for normal activities. These may be adjusted for special events upon approval by the Area Manager.

**e. Corrections to Temperatures outside the Range:**

Building Liaisons should submit work requests through the ARCHIBUS maintenance management system when work areas are outside the “occupied” temperature range (70° F – 76° F).

Philip Jones  
Associate Vice Chancellor  
Facilities Management

<sup>1</sup> Legacy pneumatic thermostats do not have remote control or monitoring capability. It is not feasible to change heating/cooling set points due to the large number of these thermostats, the time required to reset/calibrate set points and the Charlotte area variable weather.

Current academic and service buildings with pneumatic controls include Barnard, Belk Gym, Burson, Colvard, Denny, Fretwell, Friday, Macy, Storrs, Winningham, Auxiliary Services Building, Barnhardt Student Activity Center, Cone Center, Facilities Operations and Parking Services, CAB, RDH, King and Reese.