



Facilities Management Department Policy Statement #2

Temperature Policy

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. Definitions

A. Occupied Hours: Periods of time when more than 90% of the building occupants are expected to be in the buildings.

- i. For classroom buildings, that is an hour before classes start to an hour after the last class lets out. Normally 7 AM to 10 PM Monday through Thursday, and 7 AM to 6 PM on Fridays and Saturdays.
- ii. For Administrative buildings 7 AM to 7 PM Monday through Thursday and 7 AM to 5 PM on Fridays.

B. Unoccupied Hours: Periods when less than 10% of the occupants are expected to be in the building

3. Temperature Guidelines

A. Temperature Ranges

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

- i. "Occupied" Hours:
 - Heating Set Point 71° F
 - Cooling Set Point = 75° F
 - Pneumatic Thermostat = 73° F
- ii. "Unoccupied" Hours:
 - Heating Set Point = 60° F
 - Cooling Set Point = 85° F
 - Pneumatic Thermostat = 73° F

iii. Holiday Periods:

Unoccupied buildings will be temperature controlled to insure building systems and contents are not harmed during holiday periods.

B. Temperature Control

Temperatures may fluctuate within the building around these established set points. Heating and or cooling will be provided if the space temperature falls out of range of established set points. Space temperatures will be allowed to float without mechanical cooling or heating between the heating and cooling set points. Within system limits, every effort will be made to stay within the occupied hours range, i.e. maintain 70° F – 76° F.

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 set point of 73° F.¹

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 a.m. through 7:00 p.m. Buildings with evening or Saturday classes will have different HVAC setback times depending upon each building’s scheduled use.

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 Manager. 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 Zone Supervisor.

E. Corrections to Temperatures outside the Range

Building Managers and or 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

¹ *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, Burson, Colvard, Denny, Macy, Winningham, Barnhardt Student Activity Center, Cone Center, Facilities Operations and Parking Services, CAB and King.

Revision History:

Initially approved: December 24, 2010

Revised: January 13, 2016