

### **Facilities Administrative Policy**

**POLICY:** It is the policy of Wesleyan University to manage its building HVAC systems so energy is consumed in the most sustainable manner possible while maintaining indoor temperatures that are safe and comfortable for teaching, research and operational purpose.

**APPLICABILITY:** This policy applies to all University Faculty, Staff, and Students.

**PURPOSE:** Minimize the University's energy consumption and carbon dioxide emissions and define standards for reasonably comfortable indoor environment within each building.

### **PROCEDURE AND STANDARDS**

1. Facilities and/or building occupants shall control and maintain temperatures within the following limits to achieve reasonable comfort for most occupants while conserving energy<sup>1</sup>.
2. Temperatures shall be adjusted based on a Facilities operating schedule. In the absence of specific instruction to other periods, occupied periods in offices shall be 8 AM to 6 PM, Monday through Friday and all other periods considered unoccupied/vacant. Occupied periods in academic facilities will be based on class schedule.

#### **A. Buildings with Re-heat:**

Reheat systems cool down incoming air to de-humidify it, and then re-heat it to the desired temperature. In situations such as these, not re-heating the air saves energy since you are not using energy to add warmth to the air. (Fisk, Olin Library, , Exley, Butterfields, Chapel, Judd, Public Affairs Center, PAC Gallery)

Summer Conditions	Temperature (F± 2° unless otherwise noted)
Temperature Occupied	74°
Temperature Unoccupied	69°
Winter Conditions:	
Temperature Occupied	70°
Temperature Unoccupied	65° (Minimum)

#### **B. Buildings without Re-Heat:**

All other buildings not listed in 2.A.

Summer Conditions:	Temperature (F± 2° unless otherwise noted)
Temperature Occupied	75°
Temperature Unoccupied	77°
Winter Conditions:	
Temperature Occupied	68°
Temperature Unoccupied	65° (minimum)

3. Lights in unoccupied areas shall be turned off immediately upon exiting the areas. Exception: Lights in emergency egress corridors shall remain on as designed.
4. Use of portable electric heaters is prohibited unless needed to maintain temperatures within indicated range.
5. Disabling lighting occupancy sensors is also prohibited.

**REFERENCE:**

The American Society of Heating, Refrigeration and Air-Conditioning Engineers, (ASHRAE) Standard 55 – *Thermal Environmental Conditions for Human Occupancy*

**RESPONSIBILITY FOR KEEPING PROCEDURE CURRENT:**

Director of Utilities and Infrastructure

**DISTRIBUTION OF PROCEDURE AND SUBSEQUENT REVISIONS:**

Physical Plant Policy and Procedures Manual

**RECORD OF REVISIONS:**

<u>Rev.#</u>	<u>Date</u>	<u>Summary of Changes</u>	<u>Prepared by:</u>	<u>Reviewed by:</u>	<u>Approved by:</u>
A	08/08/07	Initial Draft	C. Ashton		
B	06/03/08	Revision & update	P. Staye		Senior Staff
C	12/11/12	Revision & update	P. Staye	J. Topshe	
D	11/04/14	Revision & update	P. Staye		Cabinet
E	10/10/23	Revision & update	J. Kleindienst	A. Rubacha	A. Tanaka