

# University Policies

<b>Policy Name:</b> Heating, Ventilation and Air-conditioning (HVAC)	<b>Effective Date:</b> July 1, 2010
<b>Custodian of Policy:</b> Vice President for Finance and Administration	<b>Last Review:</b> January, 2006
	<b>Next Review:</b> September, 2016

## Policy:

University buildings' heating, ventilating and air conditioning systems (HVAC) are operated under the Governor's Executive Order 05-16 providing for energy conservation measures for state owned buildings. Temperatures listed below are taken from that Executive Order

Heating temperatures are set as follows.

1. 68° F to 70° F for all occupied areas and cafeterias.
2. 65° F to 67° F for all lobby corridor and restroom areas.
3. 60° F to 62° F for all building entrances, storage areas and tunnels.
4. Temperature settings for all of the above referenced spaces must be lowered to 60°F to 62°F during non-working hours.
5. 55° F for all unoccupied spaces.
6. 55° F for all vacated spaces.

Cooling temperatures are set as follows:

1. 76° F to 78° F for all occupied space excluding reheat systems
2. Air conditioning systems are turned off during unoccupied times

Laboratories, animal husbandry, computer rooms, and special care facilities requiring continuous HVAC operations are operated on a continuous 24 hour per day basis and are by default exempted from these standards.

Requests for additional exceptions to the Order can be directed to the Assistant Vice President for Facilities Management.

## Procedures:

Occupied periods are defined as:

1. when classes are scheduled by the Registrar;
2. normal University office hours;
3. residence facilities, 24 hours per day;
4. established "open to the public" building operating hours.

Events planned within a building during the weekend, or after the normal hours of occupancy, require notification of the University Scheduling Office at least one week prior to the scheduled event so the building HVAC system can properly condition the spaces being used.

## **Rationale:**

The Governor's Executive Order 05-16 implements energy conservation measures for State owned buildings. MnSCU implemented these changes and the "technical language" listed in this policy.

This Executive Order results in little change since its language closely resembles the University's past practices. During the heating season, there is no change from past institutional practice. During the cooling season, the vast majority of campus buildings operate at the same temperatures as in the past because of the "reheat systems" in most campus buildings which exempt them from the Executive Order. Areas affected by the Executive Order are those which are cooled using "roof top units" which will operate at 76 degrees instead of 74 degrees. Laboratories, animal husbandry and computer rooms are exempted from the Executive Order.

According to Minnesota Statutes 2009, Section 4.035, Subdivision 3, Executive Orders expires 90 days after the date that the governor, who issued the Orders, vacates office unless an earlier expiration date is specified within the Executive Order.