

# Temperature Set Point Policy Summary

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## Statement of Purpose

Facilities Management would like to remind everyone about our temperature set point policy. PLU is a committed to sustainability. This requires PLU, like many other Universities, to adhere to a more stringent way of operating its buildings' HVAC systems if we are to continue decreasing our carbon footprint. Please see the summary of the policy below. We need everyone's help to continue this effort.

## Defining the Cooling and Heating Seasons

- ❖ Cooling: Summer months are typically between May/June and September
- ❖ Heating: Winter months are typically between October and April/May
- ❖ Seasonal changeovers for system operation usually start once the outside temperatures are consistently greater than  $80^{\circ}F$  or less than  $60^{\circ}F$  for multiple consecutive days
- ❖ During transitional periods, heating or air conditioning may not be provided even when outdoor temps may require it

## Temperature Set Points (Occupied Hours)

- ❖ Space temperatures will be targeted for  $68^{\circ}F$  during the heating season and  $76^{\circ}F$  during the cooling season during occupied hours allowing an  $8^{\circ}F$  "dead band" to save energy
- ❖ Set points meet both ANSI/ASHRAE Standard 55 and OSHA/Dept. of Labor standards
- ❖ Due to different ages and capabilities of systems, some variations may occur
- ❖ If space temperature consistently drops below  $68^{\circ}F$  ( $\pm 2^{\circ}F$ ) during winter or above  $76^{\circ}F$  ( $\pm 2^{\circ}F$ ) during summer please complete a work order on the FAMA website

## Space Temperature Set points during Unoccupied Hours

- ❖ During off-hours and weekends, the temperatures will be adjusted to be as low as  $55^{\circ}F$  during winter and as high as  $82^{\circ}F$  during summer
- ❖ Central fan systems may be shut off or cycled on/off to maintain adjusted setback temperatures and conserve energy

## Use of Space Heaters, Portable A/C Units and Fans

- ❖ Space heaters and portable A/C units are prohibited due to fire code, safety considerations, and energy conservation mandates
- ❖ FAMA may provide a limited number of space heaters where building systems are deemed insufficient, all others are subject to removal by Fire Marshall, EH&S or FAMA

## Building Occupants Actions and Guidance

- ❖ Occupants are encouraged to wear seasonally appropriate clothing to prevent discomfort
- ❖ Please keep thermostats clear of obstructions and any heat generating equipment (lamps, computers, coffee makers, etc.) for proper operation
- ❖ Please do not open doors or windows when a space is being heated or air conditioned

## **Exceptions for Equipment Heating and Cooling**

- ❖ Critical locations such as computer centers, instrument storage, labs, etc. may follow a separate procedure or be exempt from this policy as approved by Facilities

### **Questions or Concerns:**

Questions about the temperature set point policy can be addressed to Facilities Management at [fama@plu.edu](mailto:fama@plu.edu) or 253-535-7380. To report issues with heating or cooling, please visit the Facilities Management website at [www.plu.edu/facilities-management](http://www.plu.edu/facilities-management) to submit a work order.