

Facilities Group Procedure

PLY Indoor Temperature

Sept 20 2013



Harvard Medical School
Longwood Campus
Date: October, 2009

Building Temperature Policy

The purpose of this policy is to effectively manage the use of energy in the heating and cooling of HMS facilities balanced with creating a reasonably comfortable working and learning environment. Using energy responsibly by establishing seasonal temperature targets will benefit the environment and reduce HMS expenditures. A 1% reduction in energy usage saves an estimated 618 Metric Tons of Carbon Dioxide Equivalent (MTCDE) Green House Gas Emissions and \$250k. The HMS Building Temperature Policy is in compliance with the Harvard University Temperature Policy approved in July, 2009.

Temperatures will be set by Facilities Management in centrally controlled systems. Occupants who control their own thermostats in working or living spaces are required to adhere to the settings specified here-in.

HMS recognizes that temperature control system capabilities vary across the campus and that the target temperature may not be achieved in all circumstances. It is expected that the actual temperatures will be within a range of $\pm 2^{\circ}$ F of the target.

Exact times of seasonal change are difficult to predict. In the Spring and Fall, outside temperatures can significantly vary. Indoor temperatures may drift beyond targets during these transition times.

In some buildings, cooler temperatures in the summer season may be more efficient as the conditioned air is not being re-heated after system dehumidification occurs.

Temperatures are within the OSHA recommended temperature range.

Cooling Season

From about mid-May until mid-October the target laboratory temperature is 74° F. Other areas are targeted at 76° F. Consideration has been given to the added discomfort of laboratory coats.

Heating Season

From about mid-December until mid-March the target temperature is 69° F.

Space Heaters

Electric space heaters should be used in areas where the target 69° F cannot be achieved. The Facilities Group will make every effort to achieve the target temperature. Space heaters are a temporary measure to achieve the target temperature while design and funding are completed for long-term capability. Space heaters are a very costly means of heating.

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Only those space heaters approved and registered by the Facilities Group are authorized. Space heaters not approved and registered will be removed. Building Managers should be contacted for an assessment, approval, and registration. Approval and registration ensures that causes have been thoroughly investigated and that space heaters, where needed, meet appropriate safety standards.

Unoccupied Periods

In those cases where established hours of operation exist, the occupant's management and the Facilities Group will agree upon further changes in the temperature targets during those unoccupied times. Some examples include; dining areas, athletic facilities, administrative areas.

Occupant Responsibilities

Keep thermostats, vents, and registers clear of obstructions. Keep windows closed. After ensuring the proper "personal protective equipment (PPE)" is worn, seasonally appropriate clothing is expected.

Shades and blinds can assist in preserving warmer temperatures in the winter evening hours and they can help maintain cooler temperatures during the day in summer periods.

Report excessive energy use or apparent system-delivery malfunctions to 617.432.1901

Exceptions

Animal facilities and select equipment rooms require more stringent controls and are not governed by this policy.

If the nature of your work requires special consideration for variation from the temperature policy, please contact your building manager for a review and evaluation of your request.

Reporting Problems

In the event that work or living space is believed to be too cold or warm, depending on the season, the Facilities Group will react as follows:

- Measure room temperatures with digital thermometers.
- Make every effort to correct the temperature if found out of expected range.
- Consider the use of a space heater in the winter period as a last resort.