

Policy on Building Temperature

Policy Number 30009.1

Type of Policy:	Administrative
Last Revised:	August 1, 2024
Review Date:	August 1, 2027
Contact Name:	Wendy Gilman
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Reason for Policy:	This policy exists to establish a standard expectation that guides decision making when the Office of Facilities Management receives requests related to indoor building temperature. This policy also supports the sustainability and climate action goals of SUNY Cobleskill, which seek to reduce building energy consumption.
Policy Statement:	It is the policy at SUNY Cobleskill to set the indoor building temperatures of all campus buildings to target temperatures that are consistent with the American National Standards Institute/American Society of Heating, Refrigerating and Air-Conditioning Engineers Standard 55-2004, <i>Thermal Environmental Conditions for Human Occupancy</i> . As such, indoor building temperatures will be set at 70° F during the heating season and 76° F during the cooling season during occupied hours.
Policy Applicability:	This policy applies to all campus buildings. Exceptions will be made by the Director of Facilities Management for space that require a different level of environmental control (e.g., server rooms, laboratories, etc.). Exceptions will also apply when we are contractually or legally required to curtail our energy consumption during peak times.
Policy Elaboration:	<p>The target temperatures are consistent with the American National Standards Institute/American Society of Heating, Refrigerating and Air-Conditioning Engineers Standard 55-2004, <i>Thermal Environmental Conditions for Human Occupancy</i>.</p> <p>The goal of this policy is to maintain temperatures close to these set points, yet due to the age of the buildings on campus, it is difficult to control temperatures at the individual room level. Building users may experience a range of temperatures between 68°-74° F during the heating season and 73°-79° F during the cooling season.</p> <p>Space heaters and portable A/C units are prohibited due to fire code, safety issues, and energy conservation mandates. In limited situations, the Facilities</p>

Department may permit space heaters or portable A/C units if building systems cannot provide temperatures within the acceptable ranges stated above.

Definitions:

Cooling and Heating Seasons

Cooling season is from late May to early October and heating season is from mid-October to early May. During the changeover between seasons, some buildings may be cooled or heated even though the outside air temperature may not require it. This is because it is not always feasible for the HVAC systems to alternate between cooling and heating on a daily basis. However, during these transitional periods, the outside air temperature is usually mild and space temperatures are expected to be within the comfort range.

Occupied and Unoccupied Hours

Occupied hours are defined as Monday-Friday, 8:00 a.m. to 6:00 p.m. for most offices on campus. In order to accommodate extended building schedules and activities, the occupied hours are extended up to 10:00 p.m. and may include weekends for certain areas. Residence halls are considered occupied 24/7.

SUNY Cobleskill’s Energy Management System will automatically reduce air-handling systems in unoccupied spaces after hours to reduce building energy consumption.

Procedures:

If an occupant is uncomfortable and believes that the temperature is outside the Acceptable range stated above, they should call the Facilities Department at x5228. A representative from the Facilities Department will measure the actual temperature of the occupant’s space and attempt to adjust the temperature if it is outside the acceptable range.

Policy Contacts:

Office of Facilities Management
518-225-5228

Questions related to the sustainability goals of SUNY Cobleskill should be directed to the Office of Sustainability via email: sustainability@cobleskill.edu

Policy History:

Revision Date	Author/Owner	Description of Action
August 1, 2024	Wendy Gilman	Policy issued