



# UNIVERSITY of NEW HAMPSHIRE

## Heating and Cooling (Space Temperature) Guidelines

### Space Temperature Settings

#### Occupied Hours

During the scheduled hours, occupied offices in buildings with centrally controlled systems:

- will be heated to keep temperatures from going below 68° F during the winter;
- will be cooled to keep temperatures from rising above 78° F in centrally air conditioned spaces during the summer
- may have temperatures variations of up to 2° F
- Thermostats in individually controlled spaces should be set at 68° F during the winter and 78° F during the summer during occupied hours.
- Classrooms, laboratories, libraries, athletics facilities, dining halls, and residence halls will be maintained at these temperature setpoints when open for business or occupied.

#### Unoccupied Hours

- During unoccupied hours, including weekends and holidays, the temperature will be set at a level that will allow the University to efficiently and economically conserve energy. Individuals controlling their own thermostats should set them at 55°F in the winter during nights, weekends, vacations and other times when the space will be unoccupied. Air-conditioners should be turned off during all unoccupied times.
- Exceptions to these temperature targets will be in laboratories, experimental areas, animal areas, or other spaces where there is a demonstrated work requirement for maintaining higher, lower, or more consistent temperatures.

### Occupant Behavior

- Building occupants can contribute to their own comfort by wearing seasonally appropriate clothing; making sure that windows, storm windows, shades and blinds work and are positioned for the season; or by re-arranging their workspace to improve comfort (such as moving a desk away from a window).
- Keep thermostats clear. Do not block thermostats with furniture or equipment. Move any heat generating equipment away from thermostats (lamps, computers, monitors, coffee makers, etc.). This equipment can cause false readings at the thermostat, and inappropriate temperatures in the building spaces.

- Windows should not be opened during the winter to cool spaces. Windows and doors should not be propped open if a space is heated or air conditioned. Occupants can expect wider variation in temperature during air conditioning season depending on the building's technology and the corresponding systems most efficient operation.

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

- Electric space heaters are prohibited due to fire code, other health and safety considerations, and energy conservation mandates. The Facilities Division will permit approved space heaters only in those limited instances where the building systems cannot provide temperatures within acceptable variation of the ranges stated above. All other space heater units are subject to confiscation.
- Energy efficient table or pedestal fans are permitted and considered acceptable solutions to increase your sense of comfort by improving air movement. Air conditioning units must be vetted through the Facilities Air Conditioning Request policy, see ([http://www.unh.edu/facilities/fpm\\_ac.html](http://www.unh.edu/facilities/fpm_ac.html)).

### **Heating and Cooling System Performance**

- In certain buildings it is almost impossible for temperatures to be consistent across every part of the building. This is often due to building size and type of heating/cooling system. In some instances it may be more energy efficient to overcool some areas of a building in the summer, in order to maintain recommended temperatures in every part of the building. Overcooling uses less energy than reheating cooled air to reach a comfortable temp. This effect may account for some areas of a building being below desired temps, while other areas may be meeting the desired temp. A similar occurrence may also happen during the heating season where temperatures are inconsistent across a building and warmer temperatures may be maintained rather than using air conditioning to cool these warmer areas. Contact the Energy Office for further information.
- Due to building characteristics, control limitations, and system age, actual temperatures may vary from the target.
- During the Fall and Spring switch between heating and cooling, building temperatures may vary more than at other times of the year as switching equipment and systems from one to the other in a campus our size can take two to three weeks. The decision to start and stop central heating and/or air conditioning equipment will be made by Campus Facilities Directors in consultation with the Associate Vice President based on long-term weather forecasts. Historically, switches happen during the middle of May and October

but there are inevitably a few days before and after the switch when conditions can be outside the desired temperature range.

- The Energy Office can provide further information and answer question about specific buildings or situations.