



# Oakland University

## Administrative Policies and Procedures

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**SUBJECT:** AIR CONDITIONING AND HEATING POLICY

**NUMBER:** 300

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

**RESPONSIBLE OFFICE:** FACILITIES MANAGEMENT

**DATE ISSUED:** JUNE 1990

**LAST UPDATE:** NOVEMBER 2010

**RATIONALE:** To establish clear guidelines for authorization and implementation of the University Standards to provide a quality environment for occupant comfort and saving energy for all campus buildings.

**POLICY:** The following criterion are established under this policy for all campus buildings to provide a quality environment for occupant comfort. These criterion are consistent with American Society of Heating and Air-Conditioning Engineers (ASHRAE) standards.

- Cooling Occupied mode: Inside temperature range - 75° to 78° degree F
- Heating Occupied mode: Inside temperature range - 68° to 72° degree F

Any exception to this policy requires written approval from the Associate VP for Facilities Management. As needed, specific criterion may be documented, on a case-by-case basis. This policy excludes areas where the function of the spaces or special processes occurring inside the spaces (e.g. Labs) require special handling.

As an energy saving measure, the Registrar, after consultation with the Energy Manager, shall schedule classes so as to minimize heating and cooling costs outside regular business hours.

**SCOPE AND APPLICABILITY:** All members of the University community (administrators, faculty, staff, and students) are required to abide by this policy.

**DEFINITIONS:**

## **PROCEDURES:**

### **A. Cooling:**

#### **1. Cooling Season – Air Conditioning Start-Up:**

Central air conditioning systems are started for environmental comfort during the first full work week in June unless the following conditions occur earlier:

1. Average space temperature in a building exceeds 75°F for four hours on three consecutive days, and the windows in the building cannot be opened.

The exceptions to this policy are the Biomedical Research Support Facility, Meadow Brook Theatre, and Oakland Center, where a maximum effort will be made to provide comfortable conditions during May, and throughout the cooling season.

#### **2. Termination of Air Conditioning After the Cooling Season:**

Campus air conditioning will be terminated after the last week in September unless the above conditions (1.a) persist.

#### **3. Operation of Air-Conditioning Systems:**

Central air conditioning will operate during regular business hours: 8:00 a.m. to 5:00 p.m. for administrative areas and 8:00 a.m. to 10:00 p.m. for classroom areas, Monday through Friday. Air conditioning is provided for weekend classes scheduled by the Registrar. The Registrar, after consultation with the Energy Manager, schedules classes so as to minimize air conditioning costs outside regular business hours. Air Conditioning is also provided for Kresge Library, Honors College and Athletic Facilities if their operating hours extend beyond regular business hours. Special areas designated for 24/7 continuous occupancy (e.g., Police Dispatch, CHP control room, and Data Center) shall be continuously air conditioned during the cooling season. Consistent with energy conservation efforts, air conditioning systems are operated in a programmed set-back mode after regular business hours, on weekends, and during holiday periods, unless specially authorized for special events (including classes not scheduled through the Registrar) by the Vice President for Finance and Administration. The Associate VP for Facilities Management will be appraised of the cost impact of the air conditioned spaces rather than leaving them in the unoccupied mode, and will charge back utility costs as deemed appropriate for non-general fund activities. The target cooling temperature range for campus buildings is 75 to 78°F.

#### **4. Purchases of Room Air-Conditioning Equipment:**

Each of the following conditions must be met:

1. The requesting party should submit a Work Request for Facilities Management to evaluate the existing central cooling system, to determine if repairs and/or modifications to the system may alleviate the need for supplemental cooling.

2. Where continuous or supplemental cooling is required, it must satisfy a laboratory or program requirement rather than comfort cooling.
3. The requesting department must provide funding for the equipment purchased and the cost of installation. A divisional Vice President's approval is required for the purchase of air-conditioning units.

## **B. Heating:**

### **1. Heating Season – Heating Systems Start-Up:**

A number of the University's central heating systems start automatically when outside air temperatures drop below 55 to 60° F. (variance dependent on building thermal mass characteristics). Manually controlled central heating systems are started for environmental comfort during the first full work week in October unless the following conditions occur earlier:

- a. When central and unitary air-conditioning systems have been turned off and the average space temperature in the building is below 68° F.

### **2. Termination of Heating After the Heating Season:**

Many of the University's central heating systems stop automatically when outside temperatures rise above 60 to 65° (variance dependent on building thermal mass characteristics). Manually controlled central heating systems are terminated after the third week in May unless the above conditions (1.a.) persist.

### **3. Operations of Heating and Ventilation System:**

Central heating and ventilation operates during regular business hours: 8:00 a.m. to 5:00 p.m. for administrative areas and 8:00 a.m. to 10:00 p.m. for classroom areas, Monday through Friday. Heating and ventilation is provided for those weekend classes scheduled by the Registrar. The Registrar, after consultation with the Energy Manager, schedules classes so as to minimize heating and ventilation costs outside regular business hours. Heating and ventilation is also provided for Kresge Library, Honors College and Athletic Facilities if their operating hours extend beyond regular business hours. Special areas designated for 24/7 continuous occupancy (e.g., Police Dispatch Central Heating Plant and Data Center ) are continuously heated during the heating season. Consistent with energy conservation efforts, heating systems are operated in a programmed set-back mode after regular business hours, on weekends, and during holiday periods, unless specially authorized for special events (including classes not scheduled through the Registrar) by the Associate VP for Facilities Management. The Vice President shall be apprised of the cost impact of the heated and ventilated spaces rather than leaving them in the unoccupied mode, and a charge back for utility costs as deemed appropriate for non-general fund activities. The target heating temperature range is 68 - 72°F. The target unoccupied set-back temperature range is 55° to 60°F.

### **4. Purchase and Use of Unit Heaters:**

The University prohibits the use of electric space heaters due to high-energy consumption and

fire safety concerns. The only exception is where existing building systems cannot maintain comfort with the University policy range of 68 to 72°F. In this case the University will supply supplemental space heaters; properly sized, UL rated, equipped with safety shut off, and not-to-exceed 1500 watts for electrical circuit protection. Space heaters not having Facilities Management approval, and University identification, will be subject to confiscation without notice. The appeal process, where warranted, would be via the respective Vice President's office, in consultation with the Associate VP for Facilities Management.

**C. Off-Hours Heating, Ventilation and/or Air Conditioning (HVAC: Send requests for off-hours HVAC via fax or campus mail to:**

Work Control – Facilities Management  
Facilities Management Building  
PHONE: 248-370-2381  
FAX: 248-370-4442

Please include the following information:

Date of Request  
Name of requester  
Department sponsoring event  
FAX number, e-mail address, or campus address of requester  
Additional personnel to be notified with addresses/fax numbers  
Event Description  
Approximate number of participants  
Building name and room numbers requiring HVAC  
Days and start and stop times of event  
Special requirements, if any  
Account to be charged, if non-general fund activity

Expect a reply within 24-72 hours after receipt, Facilities Management

**RELATED POLICIES AND FORMS:**

[OU AP&P #620 Environmental Health and Fire Safety](#)

[OU AP&P #310 Building Alterations, Renovations and/or Modifications](#)

**APPENDIX:**



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