

Space Heating & Cooling Policy

Purpose

This policy defines the University's approach to space heating and cooling.

The University aims to ensure that buildings are heated or cooled to within a designated internal temperature range in order to meet reasonable standards of thermal comfort, to minimise CO₂ emissions and reduce expenditure on utilities.

Scope

This policy covers the portfolio of academic and support buildings on all the University's UK campuses. It excludes premises solely occupied by commercial tenants and/or subsidiary companies.

Definitions

- **Heating Season:** The 'core' heating season is defined as the period between 1 October and 30 April. During the 'shoulder' months of September and May, space heating may be enabled during working hours when the prevailing weather conditions require in order to achieve 19°C during working hours. Outside these periods, heating systems will not normally operate, both to conserve energy and to allow major maintenance work and statutory inspections to be carried out.
- **Cooling Season:** The 'core' cooling season is defined as the period between 1 June and 31 August. During the 'shoulder' months of May and September cooling will be enabled when the prevailing weather conditions require in order to achieve 25/27°C during working hours. Outside these periods cooling systems will not normally operate, both to conserve energy and to allow major maintenance work and statutory inspections to be carried out. Critical cooling for IT machine rooms, research facilities etc. will operate throughout the year.
- **Working Hours:** Defined as Monday to Friday, 08:00 – 18:00 (unless otherwise agreed with Building or other senior managers), excluding bank holidays and University closure days. Library and sports facility working hours will cover normal opening hours.

Legal Requirements

- The Workplace (Health, Safety and Welfare) Regulations 1992 require minimum temperatures to be maintained. The associated Approved Code of Practice proposes 16°C for sedentary work and 13°C for manual work.

Heating Policy

- During the heating season heating systems will normally be switched-on during working hours, although they may not operate if there is no call for heating. Outside the heating season systems are normally switched off to allow time and access for routine maintenance and statutory inspection.
- The University aims to achieve a temperature setting during the heating season in working hours of **19°C**. Outside these periods the heating will be 'set back' to lower temperatures appropriate to the background conditions, level of use and to ensure protection of property.
- Where installed, heating will normally be controlled by the central Building Management System.

- Outside of normal working hours, heating (and cooling where installed) can normally be provided if this has been previously arranged with Estates & Facilities. A charge may be levied for heating or cooling that is operated outside working hours.

Supplementary Heating

- During the heating season, where internal temperatures fall below 19 °C during working hours, and the problem cannot be quickly resolved, a request can be made for the loan of oil-filled radiators for supplementary heating.
- Requests for additional electric heating for health or other operational reasons must be approved by a Head of Department or Head of School or Head of Function, and, the Director of Estates. The electrical system in each building will limit how many supplemental heaters can be authorised.
- Where supplementary heating is approved, only Estates supplied oil filled radiators must be used. Building occupants are **not** permitted to use their own heaters. **If non-approved heaters are found, these may be removed, as they potentially constitute a fire and/or electrical safety risk.**
- Supplementary electric heaters must not be left on if the room is left un-occupied for more than 15 minutes. **If un-monitored heaters are found, these may be removed.**

Cooling Policy

- Mechanical cooling is not routinely installed in University buildings. Cooling is installed only where there is a demonstrable operational or business need. Building occupants are permitted to use plug in fans, but are not permitted to use their own portable air conditioning. Estates do not provide portable air conditioning units.
- Where installed, mechanical cooling will normally be controlled by the central Building Management System.
- Where it is installed, the cooling temperature set point during working hours in the cooling season is 27°C where there are openable windows and 25°C where there are none.

Expectation of Building Users

- Take reasonable measures to retain heat within buildings in cold weather by closing windows and doors when appropriate.
- Ensure locally controlled heating and cooling is switched off when not needed or when leaving a room.
- Ensure radiators and grilles are not blocked with furniture, clothing or other items which might prevent the heating or cooling system from operating effectively.
- Wear suitable clothing in hot or cold weather.
- Report heating or cooling problems to the Estates Help Desk in a timely manner.

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