



UNIVERSITY OF LONDON

Intercollegiate Halls of Residence

## **Heating and Cooling Policy**

## The reason for the policy

The University of London is obligated to comply with energy reduction targets set by Higher Education Funding Council for England (HEFCE). A Carbon Management Plan, approved by the Board of Trustees in January 2011, calls for a reduction in energy consumption of **43% by 2020** based on consumption in 2009/10. In addition to rising energy bills, the Government's Carbon Reduction Commitment Energy Efficiency Scheme (CRC) requires payment for every tonne of carbon emitted: currently the cost is set at £12 per tonne but this is due to rise to a variable price likely to be around £16 per tonne.

A number of projects across the estate are making progress towards reducing the energy consumption in university buildings. As part of this work a Heating & Cooling Policy was established in 2011 to ensure that the building spaces are at a comfortable working temperature and that excess energy is not being wasted through overheating or over cooling.

Temperature control is one of the most cost-effective ways of reducing energy and this document sets out how this will be approached.

The aim is to achieve consistency in temperature across the estate during normal operating hours and will set temperature parameters within which requests for changes to temperature will not be met. There are some areas where the degree of control is not possible at present but improvements to controls are being addressed in those locations.

To help the University achieve its carbon saving target, all students and staff are requested to report over-heating, or over-cooling to the Property & Facilities Management Help Desk (**ext.8123**).

This policy will be reviewed annually with input from the Planning & Resources / Directors Group. The temperatures stated in this policy are in-line with similar organisations that occupy buildings similar to the University of London estate.

## Heating Season

The heating season is dependant on the outside air temperature but will largely follow the pattern of being turned on during October and switched off in March/April. As a guide if the daily maximum temperature falls below 16°C for three consecutive days the heating will be switched on, likewise if the temperature is above 16°C for three consecutive days it will be switched off.

If there are unusually cold or warm periods the University will switch the heating accordingly.

## Heating Times

**Academic buildings** will be heated to maintain a comfortable temperature for normal operating hours between 8:00am and 6:00pm Monday to Friday. Where areas are being used beyond the normal working hours special arrangements for heating can be made.

**Residential buildings** will be heated from 6:00am to 10am and 3:30pm to 11pm seven days a week.

## Supplementary Heaters

Electrical heating results in at least twice the CO2 emissions of a controlled gas heating system. In addition, the un-controlled use of portable electrical heaters can result in the conventional heating within the building shutting down as sensors get false readings, these heaters also introduce additional health & safety considerations.

Thus the use of portable electrical heating must be avoided unless under the direct issue by Property & Facilities Management.

## Maximum heating temperatures – Non Residential Areas

- No area shall be actively heated to a temperature higher than **21°C** ( $\pm 2^\circ\text{C}$  to allow for control variances).
- Circulation spaces shall not be actively heated above **18°C**. Corridors shall not be actively heated above 16°C.
- Corridors shall not be actively heated above **16°C**.

## Maximum heating temperatures – Residential Areas

- No area shall be actively heated to a temperature higher than **22°C** ( $\pm 2^\circ\text{C}$  to allow for control variances).
- Circulation spaces shall not be actively heated above **18°C**. Corridors shall not be actively heated above 16°C.
- Corridors shall not be actively heated above **16°C**.

## Minimum cooling temperatures – Non Residential Areas

- No area shall be actively cooled to a temperature below **26°C** ( $\pm 2^\circ\text{C}$  to allow for control variances).
- Corridors and circulation space shall not normally have mechanical cooling supplied.

## Minimum cooling temperatures – Residential Areas

- Cooling is not provided to any of the residential areas.

## Useful information

### Space Heating

The following pointers will help you with reducing the need for heating, as well as helping to ensure the heating we have is more capable of doing its job:

1. Poorly fitting windows and exterior doors should be reported to the Property & Facilities Management Helpdesk for repair, and also reported to [john.bailey@london.ac.uk](mailto:john.bailey@london.ac.uk) for information purposes.
2. Ensure internal doors are kept closed between areas of different temperatures, such as an office and corridor, as this will keep the heat in and reduce cold draughts. Communal areas will be slightly cooler than office areas as staff should be comfortable at their work stations
3. Incorrectly operating automatic door closers should be reported to the Property & Facilities Management Helpdesk for repair
4. Where windows and doors need draught proofing, this should also be reported to the Property & Facilities Management Helpdesk. These should also be reported to [john.bailey@london.ac.uk](mailto:john.bailey@london.ac.uk) for information purposes.
5. Try to avoid sitting in a sedentary position for extensive periods.
6. If possible, try to wear clothing appropriate for the external weather conditions. If the weather outside is cold, this will impact the temperature of internal conditions. Also consider keeping a spare jumper in the office for those occasional 'off days' when you may feel colder.
7. Radiators may be fitted with thermostatic radiator valves (TRVs). Adjusting the setting on these will help to make the heating conditions in the room more comfortable. The lower the number on the dial, the lower the temperature setting for the room.
8. When away from the office for a few days and over weekends, please remember to turn the TRV down to the frost setting \* or number 1 to reduce the demand on the overall heating system.
9. Arrange office furniture so that you can reach the radiator valve to turn on/off and up/down as you require
10. To help with the efficient operation of the installed heating system, please ensure radiators and other heating equipment are not blocked with furniture, clothing, towels etc.

### Mechanical cooling / air conditioning

The following pointers will help you with reducing the need for cooling, as well as helping to ensure the cooling (where installed) is more capable of doing its job:

1. Poorly fitting windows and exterior doors should be reported to the Property & Facilities Management Helpdesk for repair, and also reported to [john.bailey@london.ac.uk](mailto:john.bailey@london.ac.uk) for information purposes.
2. Wear appropriate clothing. If the weather outside is warm, we all need to get into the mindset of being warm, and that we should dress accordingly – not wearing jumpers or heavy-weight clothing will help.
3. The heating and cooling systems in a space must never operate at the same time. Instances of this must be reported to the Property & Facilities Management Helpdesk.
4. Use opening windows and doors to try create a through-flow of fresh air. However, all windows and doors must be kept closed in air conditioned areas.
5. Adjust blinds to keep out direct sunlight
6. If you have high and low level windows, grilles or vents in your space, try to ensure these are open to help provide an updraft cooling effect. However, all windows must be kept closed in air conditioned areas.
7. The need for cooling can be reduced by switching off electrical equipment and lighting when not needed.
8. Do not use a supplementary heater to compensate for an overcool room; contact the Property & Facilities Management Helpdesk to report the problem.

### **Staff input**

If you believe it is too hot or too cold in your area and have tried the above measures, please contact the Property & Facilities Management department, who are here to assist. We will then place a calibrated temperature logging device in the space and gather a weeks worth of data. The results will determine the appropriate action to deal with the complaint.

Please note, the Health & Safety Executive recommend a minimum temperature for sedentary staff at **16°C**. For non sedentary staff it is 13°C. There is no legal maximum temperature for working.