

Heating and Cooling Policy



Policy Number: 06.003	Responsible Office: Facilities	Governing Body: College Council	Last Review Date: 11/16/2015
Scope: This policy applies to the Antioch College Facilities Department			

I. Introduction

Antioch College Facilities Department is dedicated to assisting our school in being financially and environmentally sustainable. To that end, the following heating and cooling policy has been approved by College Council.

A. Purpose

The purpose of the Heating and Cooling Policy is to reduce greenhouse emissions, conserve energy and costs, and create a community in which accountability and sustainability efforts are aligned with local and national environmental values.

B. Policy Statement

The policy recognizes the commitment to conserve energy and reduce direct and indirect costs in order to achieve the lowest practicable level of greenhouse gas emissions and energy costs while making occupation of the buildings comfortable. The switch from heating to cooling takes a great amount of time and money and therefore must be carefully planned using the target dates listed in this policy. The policy includes guidelines of temperatures and dates when the cooling/heating season will begin.

II. Guidelines

SPACE	HEATING SEASON	COOLING SEASON
Occupied	68°F	76°F
Unoccupied	58 °F	82°F
Margin of Error	+/-2 degrees	+/-2 degrees

III. Season Transitions of Heating and Cooling

- A. On October 30th, the heating will be turned on by Facilities.
- B. On May 1st, the cooling will be turned on by Facilities.
- C. When the College is closed the dorm temperatures will be set to unoccupied target temperature (58°F)

IV. Prohibited Personal Items

- A. Portable space heaters
- B. A/C units, cooling electric fans

Personal space heaters and cooling units may present a safety risk and are prohibited with the exception of a building-wide (and/or zone) emergency. Only in case of emergencies, the Facilities Department will permit approved space heaters and A/C units. Having space heaters in a business office setting is in violation of the local fire code. In addition, using electrical space heaters consumes a great amount of electricity, undermining the goals of the Heating and Cooling policy.

V. Permissible Exceptions

- A. Wellness Center: 70 degrees heating season/74 degrees cooling season
- B. Science Lab: As required for lab.

VI. Requests for Service

- A. Requests for temperature variation or service of building HVAC systems should be submitted to the physical plant department via the Rieck online work request system: <https://www.riekconline.com>

VII. Off Peak Seasons

- A. During periods of mild weather in the spring and fall seasons, HVAC equipment will be set to utilize primarily outside air to maintain comfort inside the buildings. Students, staff and faculty will be encouraged to use operable windows wherever possible.
- B. With natural temperature fluctuations during off-peak season (April-May) and fall (October-November), the Facilities Department is presented with a challenge to maintain comfortable temperatures in the buildings. Please cooperate and follow any of the following suggestions:
 1. Keep the windows closed as appropriate for the weather. Please report the windows and doors that are not closing properly.
 2. Utilize operable windows during seasonal transitions and turn off AC/Heat when/where appropriate.
 3. Make a good use of window shades as a natural cooling method.
 4. Exercise personal self-care by remaining hydrated and informed about weather conditions and notify the building supervisor of any concerns.
 5. Dress appropriately for weather conditions.
 6. Do not install your own air conditioning units or portable heaters. Fill out Facilities Requests in a timely manner.