

## University of the Arts London - Space Temperature Policy

### The reason for the policy

We want everyone who uses our buildings to be comfortable and able to undertake their roles to the full but at the same time we need to be conscious of our energy consumption.

We have energy reduction targets set by Higher Education Funding Council for England (HEFCE). Our Carbon Management Plan, approved by the Sustainability Committee in February 2013, calls for a reduction in energy consumption of **22% by 2015/16** based on our consumption in 2011/12. And in addition to rising energy bills, the Government's Carbon Reduction Commitment Energy Efficiency Scheme (CRC) requires us to pay for every tonne of carbon we emit.

A number of projects across the estate are making progress towards reducing the energy consumption of our buildings, but **we do still need action and support from the people who use them.**

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

We want 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 that degree of control is not possible at present and we will be improving controls 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 Estates Department Help Desk.

This policy will be reviewed annually with input from the Sustainability Committee. The temperatures stated in this policy are in-line with similar organisations that occupy buildings similar to those within the University of the Arts London estate.

## **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).

Corridors and circulation space shall not be actively heated above **18°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).

Corridors and circulation space shall not be actively heated above **18°C**.

## **Minimum cooling temperatures – Non Residential Areas**

No area shall be actively cooled to a temperature below **24°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 Estates Department Helpdesk for repair, and also reported to [ilane@arts.ac.uk](mailto:ilane@arts.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 Estates Department Helpdesk for repair.
- 4) Where windows and doors need draught proofing, this should also be reported to the Estates Department Helpdesk. These should also be reported to [ilane@arts.ac.uk](mailto:ilane@arts.ac.uk) for information purposes.
- 5) Try to avoid sitting still 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
- 11) To help with the efficient operation of the installed heating system, please ensure radiators and other heating equipment is 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 Estates Department Helpdesk for repair, and also reported to [ilane@arts.ac.uk](mailto:ilane@arts.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 Estates Department 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 or the door is fire door.
- 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 Estates Department 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 Estates 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 minimum legally required temperature for sedentary staff is **16°C**. There is no legal maximum temperature for working.