

SPACE HEATING POLICY

<b>Approved by</b>	The Executive		
<b>Date approved</b>	August 2015	<b>Status</b>	Approved
<b>Policy owner</b>	Director of Estates and Property Services	<b>Impact assessed</b>	YES
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## ESTATES AND PROPERTY SERVICES

### SPACE HEATING POLICY

#### 1. Background

- 1.1 This policy has been developed as an endorsement of the University's pledge to support the Universities and Colleges Climate Commitment for Scotland, which underpins the public declaration by Scotland's universities and colleges to address the challenges of climate change and reduce their carbon footprint.  
<http://www.eauc.org.uk/ucccfs/home>
- 1.2 The majority of buildings on campus are controlled by a building energy management system (BEMS), which is designed to operate a flexible heating and ventilation regime across the campus.
- 1.3 The minimum temperature requirement as set by the Workplace (Health, Safety and Welfare) Regulations is 16°C. However, in realisation of the actual "comfort" condition expected, the set point will be as per the range as noted in the following document.  
The University accepts that individuals with certain medical conditions or disabilities may find the minimum temperatures provided uncomfortable. In this case where an individual believes there are circumstances which merit an increased minimum temperature, specific representation should be made to the Director of Estates and Property Services or delegated deputy. The Director of Estates and Property Services may seek professional support from Human Resources, Disability and Dyslexia department, or specific medical advice in determining whether such a case will be upheld. If the case is upheld alternative arrangements/modifications will be implemented to suit the specific need.
- 1.4 Heating times are as agreed with principal building users and represent a balance between building user comfort and energy conservation.

#### 2. Internal Temperatures: Academic/teaching space, offices, workshops and related areas

- 2.1 The university operates a two season policy for heating and cooling within core hours.
- 2.1.1 Winter (21 September to 1 May) heating only
- 2.1.2 Summer (2 May to 20 September) cooling only
- 2.2 The University understands that most building users assume a sedentary position whilst working and studying, and therefore endeavours to maintain a comfort level temperature of between 18°C and 21°C throughout all areas, with the exception of circulation areas (16°) and student residential accommodation.
- 2.3 **Heating is** set to be between these working temperatures during the normal building opening hours between 21 September and 1 May.
- 2.4 The heating season may be extended during May and September if there are periods of 3 consecutive days, or more, where the outside daytime temperature

dose not rise above 17°C. If internal temperatures are below the legal minimum, we will endeavour to provide supplementary heating.

- 2.5 The University will not heat individual rooms within the main academic buildings, outside the building core hours

### **3. Out of Hours Service**

3.1 "Out of Hours" is defined as any period outwith the normal building operating hours. Information relating to building opening hours is available on the Estates pages of RGYou.

3.2 The University does not normally provide out of hours heating for academic and office areas. However, out of hours heating requests can be made through Estates and Property Services, who will investigate and make recommendations to assist in accommodating the requirement.

3.3 Outside of normal building opening hours, a fabric protection strategy will be employed with a minimum temperature of 12° Centigrade (buildings default to a frost control condition)

3.4 Where employees are required to undertake work outside the academic day on a temporary basis, a request should be submitted to the Head of Campus Services by the Head of Department / Section or their representative via the Estates Helpdesk. Requests will be considered on a case by case basis. Significant additional costs for providing heating outside normal working hours may be charged back to the Department or School.

### **4. Summertime Conditions**

4.1 Heating will not be provided in any of the operational buildings during the summer season unless the internal temperature falls below 16 ° Celsius.

4.2 It is the university's policy to minimise carbon emissions. Air conditioned buildings use twice as much energy as naturally ventilated buildings: therefore, where possible it is the University's policy to use natural ventilation and to avoid the use of air conditioning thus limiting the impact on the environment.

4.3 Air conditioning will only be considered where:

4.3.1 Processes within a room require close control;

4.3.2 Heat gain as a result of equipment cannot be controlled effectively just by ventilation; and/or

4.3.3 Areas used by large numbers of people where the temperature cannot be controlled by any other means.

### **5. Portable Heating**

5.1 The University does not support the acquisition or use of personal supplementary heaters, or any other form of energy source. Unauthorised electrical items used on campus increases the risk to all members of the University community. Portable appliances constitute an increased fire risk and indiscriminate use of such appliances can overload the electrical system.

- 5.2 The use of such appliances can also cause false temperatures to be sensed and may impact on the operation of the BEMS resulting in variable temperature control within the area.
- 5.3 Members of staff are not permitted to use any appliances not approved by, or supplied by, the University. Such items will only be provided by Estates in the event of an emergency, mechanical failure of the heating system, or at the discretion of the Director of Estates or delegate.
- 5.4 Appliances not approved by Estates will be removed from the premises by the Facilities staff (appliances which are recovered in this manner will be retained for collection, and removal from site, by the owner of the equipment).

## **6. Issue of portable heating devices**

- 6.1 Estates will issue portable heating devices when the following conditions prevail:
  - 6.1.1 Where additional heating is needed to provide an acceptable working temperature that meets legal requirements – in this instance a request should be submitted to Estates via the Estates Helpdesk by the relevant Head of Department / Section or their representative.
  - 6.1.2 On health grounds, if advised by OH&ES to the Director of Estates or Head of Campus Services

*Estates and Property Services  
September 2015*