

# Temperature Setpoint Policy

Policy ID: AUX-0000

Date: 08/10/2017

Status: Approval Pending

**Policy Type** PUBLIC

**Issuing Office** Facilities Management Division

**Responsible Executives** Senior Vice President for Facilities Management

**Affected Parties** This policy applies to all occupants of facilities owned or operated by Liberty University and its subsidiaries.

**Purpose** To establish a uniform policy for building heating and cooling temperature setpoints aligned with the building code, industry accepted standards and energy efficient operation.

**Policy Statement** Building Design Standards  
The University's buildings are designed to maintain a heating setpoint of 68°F and a cooling setpoint of 76°F for outdoor air conditions that occur 97.5% of the year.

## Occupied Building Temperature Setpoints

When a building is in use (occupied), the temperature controls will heat the building to 68°F during heating season and cool the building down to 74°F during cooling season. Temperatures in between 68°F and 76°F are considered within the acceptable comfort range across the University during the design outdoor air conditions.

The temperature controls only adjust to temperature changes at the temperature sensor location, so adjacent spaces without a sensor may be warmer or cooler. Where spaces are equipped with sensors that allow temperature adjustment above and/or below the seasonal setpoints, the occupants of those spaces should be respectful in considering other building occupants before making temperature adjustments.

Note that it is the responsibility of employees and students to dress appropriately for the weather conditions.

## Unoccupied Building Temperature Setpoints

When a building is not in use (unoccupied), the temperature controls will not operate unless the temperature falls below 62°F (heating) or rises above 82°F (cooling).

*\*Facilities Management coordinates with the Events Dept. and Facilities Managers to determine the hours of operation for each facility. These hours of operation are the basis for the occupied/unoccupied schedule.*

## Special Occupancies

Certain spaces or venues may be designed to operate at temperatures outside the seasonal setpoints for special occupancy conditions.

Some examples are the Ice Rink, Natatorium, Cadaver Labs, and Server Rooms. These space/venues are an exception to this policy as they are engineered to operate at special setpoints.

*University buildings are designed in accordance with the Virginia Uniform Statewide Building Code (VUSBC), which incorporates by reference the International Mechanical Code (IMC), the International Energy Conservation Code (IECC) and ASHRAE 90.1 (Energy Standards for Buildings).*

<b>Procedures</b>	<p><u>Special Medical Conditions</u></p> <p>If an employee or student has a documented medical condition that requires an exception to the temperature setpoint policy, then they may submit a formal request to their supervisor (in the case of employees) or Resident Life (in the case of students) for an exception.</p> <p>Requests will be evaluated using these basic criteria:</p> <ul style="list-style-type: none"><li>▪ Setpoint adjustment required.</li><li>▪ Existing heating and cooling system capabilities.</li><li>▪ Affected spaces and other occupants.</li></ul> <p>The outcome of an evaluation may result in any one of the following:</p> <ul style="list-style-type: none"><li>• An adjustment in the local setpoint.</li><li>• Relocation of the person to a more suitable location.</li><li>• Supplemental heating or cooling may be considered with Senior University Administration Approval.</li></ul>
<b>Sanctions</b>	<i>None Specified</i>
<b>Exclusions</b>	<i>None Specified</i>
<b>Review Cycle</b>	Every three years coinciding with the VUSBC update cycle
<b>Glossary of Terms</b>	<p><b>ASHRAE</b> American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE, pronounced ash-ray) was founded in 1894 and has more than 50,000 members worldwide. This non-profit industry standards organization focuses on building systems, energy efficiency, indoor air quality, refrigeration and sustainability technologies. ASHRAE publishes a set of standards and guidelines relating to HVAC systems and issues, that are often referenced in building codes and used by consulting engineers, mechanical contractors, architects, and government agencies.</p> <p><b>HVAC</b> Heating, ventilating and air conditioning</p> <p><b>Temperature sensor</b> A temperature measurement device, usually wall-mounted, which provides feedback to the temperature control system so it can modulate HVAC heating and cooling valves or relays in an effort to match the air temperature near the sensor to the sensor setpoint.</p>