



# Space Temperature Standards

## Addendum to the Energy Policy 2003

These standards have been published to clarify the space temperatures that Estates & Buildings will aim to normally ensure during the full course of the normal 9-5 working day in academic and administrative buildings.

It is recognised that certain areas and work activities will suggest a variation from these standards, but the intention is to establish reasonable norms which provide comfort conditions while also containing the University's carbon footprint.

### **Comfort Levels: Winter Conditions**

- The University aims to provide a working room temperature of 20-21°C in academic and administrative areas during the heating season (mid September through to early May)
- Normal heating times will run from 9am-5pm Monday to Friday – although heating circuits are enabled to pre-heat buildings prior to opening up and heat remains in circuits at the end of the day
- Buildings operating outside these times will only have heating times extended by agreement with relevant Estates & Buildings Premises Managers – on receipt of a formal request via EBIS\*
- Consistent over/under heating should be reported to Estates & Buildings as detailed below\*.

Thermostatic Radiator Valves (TRVs) should be fitted to all radiators for local control in a range of 10-22°C. TRVs have a temperature sensor inside the head of the valve which controls the heat output of the radiator. Users should adjust TRVs by very small increments to achieve comfort conditions – not turn to extreme maximum / minimum settings. Better to leave the thermostat to do the work – each degree above 21°C causes an estimated 8% extra energy costs / global warming gas emissions.

### **Comfort Levels: Summer Conditions**

Mechanical cooling / air conditioning will generally only be provided under the following circumstances:

- Where room temperatures consistently rise above 28°C owing to heat input from people, machinery, lights and / or solar gain and all other options have been exhausted
- Temperature control is required for scientific or research purposes
- Where natural ventilation is determined by the Premises Manager to be persistently unable to provide comfort temperatures of 25°C or less for more than ten working days during the year
- In all circumstances cooling thermostats must not be set to control at below 25°C. Each degree below this causes an estimates 10% extra energy costs / global warming gas emissions.

### **\* Fault Reporting via EBIS**

Faults in heating or cooling should be reported to Estates & Buildings through your local EBIS Rep. Visit <https://www-live.ebis.estates.ed.ac.uk/ebistop.cfm>, select General Reports\Contacts List in left margin to search for your building-by-building Fault Reporting contacts.

Where no EBIS Rep is listed for your building call Works Division Repairline on 650 2494 – providing a full description of problem experienced, trades skill required, room location, building address and your contact name and contact details.

[The Space Temperature Standard was approved as an addendum to the Energy Policy 2003 by the SEAG Operations Group at the 16<sup>th</sup> October 2007 meeting]