



BENTLEY
UNIVERSITY

Temperature Policy

Bentley University

Academic Year 2019/2020

Contents

Overview	2
Applicability	2
Seasonal Changes.....	4
Heating Season	2
Supplemental Heaters.....	3
Unoccupied Hours.....	3
Cooling Season	3
Heat Waves	3
Unoccupied Hours.....	3
Summer Hours	4
Medical Conditions – Residence Halls	4
Cooling Policy for External Groups	4

Overview

The primary objective of Bentley University's temperature policy is to create a reasonably comfortable living and working environment for Bentley's students, faculty and staff, while balancing the need to use resources and money wisely. Energy management prolongs heating, ventilation and air conditioning (HVAC) equipment life, reduces greenhouse gas emissions and lowers utility costs.

Bentley's temperature policy is consistent with the policies of our peer institutions and is based on research performed by the American Society of Heating, Refrigeration and Air conditioning Engineers (ASHRAE).

The policy provides the university with a number of benefits:

1. This policy serves as a formalized standard for temperature ranges to be expected by building occupants on Bentley's campus. It also provides the Facilities Management department with a documented policy to stand behind in addressing questions regarding temperatures in buildings.
2. From a financial perspective, the policy supports the university's efforts to minimize room and board increases by reducing (or holding steady) utility costs associated with the consumption of energy generated from electricity or the burning of fossil fuels.
3. Finally, this policy supports Bentley's commitment to sustainability. Energy use reduction resulting from this measure helps curtail the global social and environmental impacts of climate change.

Applicability

This policy applies to all buildings on Bentley University's Waltham, MA campus. It applies at all times, from the academic year, to summer camps.

Heating Season Policies

During the heating season (generally mid-October to mid-April), an indoor temperature range of 68.5°F - 75°F has been established as "the comfortable temperature for most people who are dressed appropriately for the season" per the **American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 55, *Thermal Environmental Conditions for Human Occupancy***.

During the heating season when outdoor temperatures dip below 65°F, heating will be enabled and all interior spaces will be heated to a minimum of 68°F. Temperatures in interior spaces are considered within range if they are between 68°F - 74°F when occupied. All units do not heat in the same way- temperatures will vary in all buildings. Bentley's Facilities Management department works to ensure all buildings and rooms stay within 3°F of this range.

Supplemental Heaters

Supplemental electric heaters, or space heaters, shall only be issued in the case of long-term system malfunctions and as authorized and provided by Facilities Management. No other use of electrical heaters is allowed and unauthorized heaters will be removed. Supplemental heaters are a fire safety concern and skew the building's temperature readings thus effecting other occupants' comfort; as such they are not permitted on campus, except as listed above.

Unoccupied Hours

Most buildings have designated occupied hours. In an effort to save energy, the temperature set points may be changed to a minimum of 58°F, which is the established unoccupied set point for the campus during the heating season. Unoccupied hours may include non-business hours, weekends and holidays and will be established on a building-by-building basis.

Cooling Season

During the cooling season (generally mid-April to mid-October), an indoor temperature range of 75°F - 80°F has been established as "the comfortable temperature for most people who are dressed appropriately for the season" per the **American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 55, *Thermal Environmental Conditions for Human Occupancy***.

During the cooling season when outdoor temperatures rise above 75°F, cooling will be enabled and all interior spaces will be cooled to a minimum of 74°F. Temperatures in interior spaces are considered within range if they are between 68°F - 74°F when occupied. All units do not cool in the same way-temperatures will vary in all buildings. Facilities Management works to ensure all buildings and rooms stay within 3°F of this range.

Heat Waves

The air conditioning systems on campus are designed to meet typical summer conditions for our geographic location and occupant load. They are also designed to handle heat waves that are a regular occurrence during New England summers. In cases of atypical heat waves, the systems at full capacity are able to cool buildings to approximately 15°F below the outside air. Thus during excessive heat waves of 90°F and higher, the systems may only be able to cool to 75°F.

Air conditioning systems are usually run overnight during heat waves to further reduce indoor temperatures. Occupants are also encouraged to reduce the heat load put on the air conditioning systems by reducing the lighting in their areas, shutting down computers and equipment when not in use, and closing doors and windows.

Unoccupied Hours

Most buildings have designated occupied hours. In an effort to save energy, the temperature set points may be changed to a maximum of 78°F, which is the established unoccupied set point for the campus during the cooling season. Unoccupied hours may include non-business hours, weekends and holidays and will be established on a building-by-building basis.

Summer Hours

Facilities Management will follow the designated schedule for summer hours set forth by Human Resources. Buildings will be placed into unoccupied mode at the close of business on Thursday and will return to occupied mode for opening of business on Monday.

Cooling Policy for External Groups – Residence Halls

The university will provide limited cooling for all groups that are housed at Bentley during the summer break period. Cooling for groups housed in residence halls will follow the schedule outlined below. Please refer to the detailed information on the operation of each residential building's heating and cooling system is included at the end of this document.

3:00pm – 9:00am: Residential buildings will be set to “occupied.” When outdoor temperatures rise above 75°F, cooling will be enabled and all interior spaces will be cooled to a minimum of 74°F. Temperatures in interior spaces are considered within range if they are between 68°F - 74°F when occupied.

9:00am – 3:00 pm: Residential buildings will run in unoccupied status. During this time building temperature will be allowed to rise to a maximum of 78°F.

Seasonal Changes

When determining the exact changeover dates for each building, Facilities Management considers prevailing weather patterns, each building's HVAC and controls system, and building usage. This process occurs over a two week period in October and April and is not easily reversible. In the spring and autumn seasons outside temperatures are extremely variable. Please be aware that during these seasons indoor temperatures might drift beyond the temperature guidelines set forth in this policy and little can be done other than to endure the event. However, in the event of a severe cold spell where temperatures of less than 32°F are predicted for more than a 48 hour period after the switch to cooling, heating will be returned to the building as soon as possible.

Medical Conditions – Residence Halls

If a residential student has a medical condition that requires specific heating, cooling, air filtration, or dehumidification, they must contact the Residential Center prior to housing selection. The resident must present a letter from their doctor detailing the requirements. This shall include heating, cooling and humidification set points and air filtration needs. Facilities Management will review the requirements and provide the Residential Center with a list of buildings and/or rooms that meet the requirements. Please note that supplemental or space heaters are not permitted on campus, except those provided by Facilities Management for temporary heat when a heating system has failed. Priority housing may be granted by the Residential Center in order to ensure the health and well-being of the resident.