

Thermal Comfort Policy

Version 3 – August 2017



Introduction

This policy deals with thermal comfort in non-residential buildings across the estate. A separate policy covers thermal comfort for residential buildings.

The University aims to provide a comfortable working environment for staff, students, and tenants, and to comply with Health and Safety requirements while minimising carbon dioxide (CO₂) emissions and costs arising from the operation of heating and cooling systems.

Thermal Comfort

A number of factors influence our perception of temperature including air temperature; radiant temperature; humidity; individual metabolism and clothing. Not everyone will feel they have achieved 'thermal comfort' at 19–21°C so we hope occupants will moderate their own comfort by dressing appropriately for their preference.

Control

Most buildings within our estate are controlled by our Building Management System (BMS) which ensures that heating, ventilation, air conditioning and hot water are delivered when needed.

The BMS follows a time schedule that matches building opening hours (published at <http://estates.lincoln.ac.uk/facilities>). Any planned activity outside of these hours must be booked via timetabling or conferencing to ensure that heating etc. are made available. Any individual requests for will be assessed upon their merit. Outside core hours the BMS delivers a fabric protection temperature of at least 5°C to all buildings, with some heating allowance made for support services (Security Guards and Cleaners). The heating season will be considered to have started when there have been 3 consecutive days where the average outside temperature is below 16°C. The University aims to actively heat up to 21°C during working hours.

The Estates & Campus Services department has a duty to maintain the services and systems within the University's buildings. We aim to undertake maintenance and works on services at a time that will minimise inconvenience to building users. However, there may be occasions when a shutdown of services may be necessary. Estates & Campus Services will notify any building users affected by such planned shutdowns as soon as possible and will endeavour to restore services as soon as possible.

It is possible in most spaces for individuals to adjust their local temperature control settings. However where this is not possible we rely on our colleagues across the University to inform the Estates Support Desk (<http://estates.lincoln.ac.uk/support>) when temperature settings need adjustment. Persistent thermal comfort problems will be investigated further.

We encourage colleagues, students, and tenants to use natural ventilation options wherever possible. Where mechanical cooling is available it will be limited to 24°C.

In addition we would encourage room occupants to:

- Ensure that windows and doors are properly closed during the heating season and whenever air conditioning systems are active;
- Refrain from using your own portable heaters or air conditioning units – if there is a problem with the delivered temperature to your area please report it to the Estates Support Desk so it can be investigated. Using your own appliances can represent a health and safety risk, and works against our efforts to control our energy consumption. The use of personal heaters and air conditioning units may also affect the running of the BMS as it will detect higher/ lower temperatures where it isn't expecting them.
- Ensure you are familiar with the controls in your main working areas and make themselves aware of the space heating procedure for that area.

Supporting Policies

Available at <http://estates.lincoln.ac.uk/policies>:

- Carbon Management Plan
- Space Management Policy

Review

Policy to be reviewed in June 2018.

Version History

Version	Approved by	Approved on	Summary of changes
1	Senior Management Team	30 June 2016	First approved version
2			Heat up to 21°C. Heating season = 3 consecutive days where temp is below 16°C. Individual requests for heating made on a case by case basis.
3	Reviewed by Environmental Sustainability Committee	21 June 2017	No changes or amendments.