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Policy
for

Heating and Cooling (Space Temperature Set-Point)

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
5	DCN2779	Bring document up-to-date.	9-6-23	C. Treacy	J. Melino

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this document is to define the heating and cooling policy for the office spaces at [NY CREATES' Albany NanoTech Complex](#). Computer Centers, Clean Rooms, and other areas that require to be maintained at certain temperatures are exempt from this policy.

2 DEFINITIONS

2.1 Defining the Cooling and Heating Seasons

For the purpose of this policy, cooling season (or summer) is from late May to early October, and heating season (or winter) is from mid-October to early May. During the changeover from cooling to heating season and vice versa, there might be days when air-conditioning or heating is not provided to buildings even though the outside air temperature may require it. However, during these "shoulder periods," the outside air temperature is usually mild and space temperatures are expected to be within the comfort range.

2.2 Defining Occupied and Unoccupied Hours

For the purpose of this policy, occupied hours are defined as Monday-Friday 8 AM to 6 PM for most routine office uses. The occupied hours are extended to accommodate extended building schedules and activities. All other hours are considered unoccupied. Clean rooms are considered occupied 24/7.

3 RESPONSIBILITIES

3.1 **Facilities Operations Group (FOG)** – Control the [NY CREATES](#) heating and cooling equipment to maintain office space temperatures indicated in this policy.

3.2 **Department Representatives** – Liaison between building occupants and Facilities Operations Group.

4 POLICY

4.1 Space Temperature Set-Points during Occupied Hours

Space temperatures will be targeted for 68° during the heating season and 76° during the cooling season during occupied hours. The target temperatures are within the range that is acceptable to 80 percent of the building occupants per ANSI/ASHRAE Standard 55-2004, *Thermal Environmental Conditions for Human Occupancy*.

In implementing this policy, all spaces will be maintained as close to the Set-Point as possible. However, due to the inability to control temperatures at individual room level, occupants may experience a range of temperatures in their spaces that are a few degrees on either side of the Set-Point.

IMPORTANT: If the space temperature drops below 65° during winter or is above 78° during summer occupied hours, inform your department representative and they can contact Facilities Operations Group (FOG).

Computer centers, clean rooms, and other critical areas that require to be maintained at certain temperatures are exempt from the policy. Areas that are served by the same system as the exempt spaces will be affected and experience similar temperatures.

4.2 Space Temperature Set-Points during Unoccupied Hours

During off-hours and weekends, the temperatures will be adjusted to be as low as 60° during winter and as high as 80° during summer.

The central fans systems will be shut off or cycled on and off to maintain these adjusted setback temperatures and conserve energy. Due to the thermal mass of the buildings, the spaces may never actually reach the setback temperatures during weekdays before it is time to start the central fan systems again in the morning. FOG will strive to start the fan systems optimally to ensure systems turn on “just in time” to warm up or cool down the spaces to the occupied Set-Point temperature before the building is occupied in the morning. Occupants may experience temperatures that are outside the comfort range early in the mornings for one or two hours, especially on Mondays or during periods of extreme weather.

4.3 Use of Space Heaters, Portable A/C Units, and Fans

- As a policy, space heaters and portable A/C units are prohibited due to fire code, other health and safety considerations, and energy conservation mandates.
 - FOG will permit approved space heaters/portable A/C units ONLY in those limited instances where the building systems cannot provide temperatures within acceptable variation of the ranges stated above.
 - All other space heaters or portable A/C units in any other spaces are subject to confiscation.
- Energy efficient tabletop or pedestal fans are permitted and considered acceptable solutions to increase your sense of comfort by improving air movement.

5 CONCERNS

As building occupants, you can help implement and adjust to this policy and make it a successful, site-wide conservation effort. However, if you have complaints about the Temperature Set-Point Policy implementation, please address them to [Joel Melino, Associate Vice President of Facility Operations, at \[jmelino@sunypoly.edu\]\(mailto:jmelino@sunypoly.edu\)](#).

To report over or under-heating or cooling, email cnsefix@sunypoly.edu.