

UNIVERSITY OF BRADFORD

Planning and Resources Committee

**Building, Land and Estate Strategy Sub-committee**

**SPACE TEMPERATURE POLICY**

**FORWARD**

The University endeavours to maintain a comfort temperature of between 19°C and 21°C throughout all academic/office areas and between 21°C and 23°C throughout residential areas.

**HEATING PERIODS**

Academic/office areas:

- Heating hours are optimised to be at comfort temperature from 8.00am to 5.00pm, Monday to Friday, from the 21<sup>st</sup> September (or Semester 1 start date) to 1<sup>st</sup> May inclusive
- Outside stated heating times, the University provides heated study areas within the Library, optimised to be at comfort temperature from 7.30am to 11pm, seven days a week, from 21<sup>st</sup> September (or Semester 1 start date) to 1<sup>st</sup> May inclusive.
- Outside stated heating times, the University is unable to heat individual academic rooms or floors unless a zoned or separate heating system is available
- The heating season may be extended during May and brought forward during September if there are periods or expected periods where the outside day time temperature does not rise above 16°C

Residential areas:

- Heating hours are optimised to be at comfort temperature from 7.30am until midnight, seven days a week, throughout the year

**WINTERTIME CONDITIONS (21<sup>ST</sup> SEPTEMBER TO 1<sup>ST</sup> MAY)**

The University recognises that, as an educational establishment the majority of our staff and students assume a sedentary position whilst working and studying. Accordingly, we aim to maintain workplace temperatures between 19°C and 21°C (see Appendix A), which the majority of staff and students should be satisfied with.

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992<sup>1</sup>, the University endeavours to maintain a minimum temperature of 16°C.

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<sup>1</sup> *The Workplace (Health, Safety and Welfare) Regulation 1992, outlines particular heating requirements for workplaces. Regulation 7 specifies that during working hours, workplace temperatures should be 'reasonable'. The regulation defines reasonable, as 'should normally be 16°C'.*

Experience in running our estate reveals some variations in temperature are due to the extensive glazing and concrete framing incorporated in to some of our buildings. Staff and students should bear this in mind when evaluating their feeling of comfort if moving around the University.

*How you can help during wintertime conditions:*

- Check room temperatures are not uncomfortably high. If temperatures are over 21°C, turn down the heating
- Ensure internal doors are kept closed between areas of different temperatures, such as an office and corridor, as this will keep the heat in and reduce cold draughts
- Ensure windows and outside doors are closed whilst the heating is on
- Ensure radiators are not blocked by heat absorbing furniture or files
- Anticipate weather conditions and determine the type of clothing you should wear each day
- Consider keeping a spare jumper in the office for those occasional 'off days' when you may feel chilly
- Do not sit in sedentary positions for extensive periods
- Arrange office furniture so that you can reach the radiator valve to turn on/off and up/down as you require
- Avoid draping clothing or other articles over radiators as they absorb the heat being given off
- Try to sit where you can feel the radiant heat from the radiator or sunshine
- If your room is feeling stuffy; renew the air by fully opening a large window for 10 minutes and promptly close

## **SUMMERTIME CONDITIONS (1<sup>ST</sup> MAY TO 21<sup>ST</sup> SEPTEMBER)**

As a general rule, the University does not control space temperatures from the 1<sup>st</sup> May to 21<sup>st</sup> September (or Semester 1 start date), as the environmental and financial consequences of doing so are significantly high. Room occupants are therefore asked to cope with any occasionally high summertime temperatures by opening windows and using the curtains or blinds that are provided.

The University will consider either mechanical or refrigerant air-conditioning where:

- Natural ventilation is insufficient for oxygen replenishment and air movement
- Stale, hot or noxious fumes require removal from toilets, cooking canopies, fume cupboards or the like
- Room processes require close temperature control
- The combined effects of the heat input from people, lights, machinery and solar gain cause the room temperature to consistently rise above 28°C and where all other options have been exploited

*How you can help during summertime conditions:*

- Ensure that cooling is not on at the same time as heating
- Check that doors and windows are kept closed to prevent the loss of conditioned air
- Switch off unnecessary equipment and lighting whenever possible to reduce unwanted heat gains
- Enable the energy saving feature on your PC monitor to switch off after a period of inactivity (5 minutes). Remember simply moving the mouse will reactivate the monitor
- When upgrading desktop or personal computers, consider specifying a flat screen, which have significantly lower heating loads
- Avoid the use of inappropriate equipment (fridges and kettles) within academic/office areas to reduce unwanted heat gains
- Adjust blinds to keep out direct sunlight
- If your room is feeling stuffy; renew the air by fully opening a large window
- Do not use a supplementary heater to compensate for an overcool room; contact the Estates & Facilities Help-desk (ext 3001) to report the problem

## **OUT OF HOURS HEATING/COOLING**

In general, the University does not provide out of hours (weekend/evening) heating or cooling for academic and office areas.

However, out of hours heating and cooling can be requested for activities such as weekend conferences, night classes or private functions. The University reserves the right to recharge the additional costs for this service.

In considering requests, the University will need the following information:

- Rooms, floors or buildings requiring heating/cooling
- Expected occupancy hours and occupancy level (number of people)
- The start and end date for which heating/cooling is required

All requests should be made to the Estates & Facilities Help-desk ext 3001 at least **5 days** in advance of the expected start date.

## **PERSONAL COMFORT**

To use our heating and cooling systems effectively requires treading a thin line between no complaints, a few complaints and lots of complaints. We hope you appreciate that the University has difficulty in satisfying everyone's comfort needs all of the time. Your co-operation and tolerance on this matter is therefore appreciated.

If you do experience continued periods of uncomfortable office temperatures (below 19°C or 28°C and above, please report the problem to the Estates & facilities Help-desk, ext 3001, for investigation.

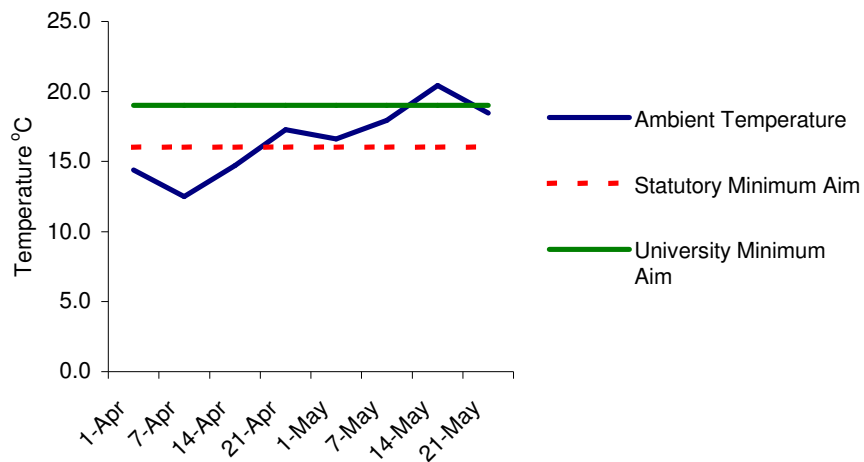
## APPENDIX A – SPRING AND AUTUM TEMPERATURES

The two charts below identify when external temperatures are above 16°C, the normal reasonable working temperature as defined by the Workplace (Health, Safety and Welfare) Regulation 1992.

The two charts identify that the average temperature rises above 16°C from the 21<sup>st</sup> of April and remains above this level until 7<sup>th</sup> of October.

Temperature averages have been calculated using Yorkshire Weather Station data (five year average).

### CHART 1 - SPRING TEMPERATURES



### CHART 2 - AUTUMN TEMPERATURES

