

Temperature Policy – February 2, 2009

Background

Tufts University is committed to environmental protection and sound fiscal management. Using energy responsibly by standardized temperature setpoints will reduce emissions and save money. The purpose of this policy is to clarify expectations about temperatures in Tufts' spaces. Please assist the University in maintaining these setpoints.

Policy

- During the scheduled hours, occupied offices in buildings with centrally controlled systems:
 - will be heated to a target temperature of 68°F during the winter;
 - will be allowed to rise to 78 °F in centrally air conditioned spaces during the summer;
 - may have temperatures variations of up to 2 °F.
- Thermostats in individually controlled spaces should be set at 68° F during the winter and 78° F during the summer during occupied hours.
- Classrooms, libraries, athletics facilities, dining halls, and residence halls will be maintained at these temperature setpoints when open for business or occupied.
- During unoccupied hours, including weekends and holidays, the temperature will be set at a level that will allow the University to efficiently and economically conserve energy. Individuals controlling their own thermostats should set them at 55°F in the winter during nights, weekends, vacations and other times when the space will be unoccupied. Air-conditioners should be turned up or off during all unoccupied times.
- Exceptions to these temperature targets will be in laboratories, experimental areas, animal areas, or other spaces where there is a demonstrated work requirement for maintaining higher, lower, or more consistent temperatures. Requests should be made to the Executive Vice President or designee.
- Due to building characteristics and control limitations, actual temperatures may vary from the target.
- Electric space heaters used to supplement central heating consume significant amounts of electricity and can be dangerous. They are not allowed except as authorized by Tufts University Facilities and the Tufts Fire Marshal.
 - Only space heaters provided by the Facilities Department should be used on campus. Personal space heaters are not allowed.
 - Portable space heaters not authorized by the Facilities Department may be removed.
- During the Fall and Spring seasons, building temperatures may vary to a greater extent during the biannual switch between heating and cooling equipment. The

decision to start and stop central heating and/or air conditioning equipment will be made by Campus Facilities Directors in consultation with the Energy Manager based on long-term weather forecasts. Historically, switches happen during the middle of May and October.

Guidance

- Building occupants can contribute to their own comfort by wearing seasonally appropriate clothing; making sure that windows, storm windows, shades and blinds work and are positioned for the season; or by re-arranging their workspace to improve comfort (such as moving a desk away from a window).
- Keep thermostats clear.
 - Do not block thermostats with furniture or equipment.
 - Move any heat generating equipment away from thermostats (lamps, computers, monitors, coffee makers, etc.). This equipment can cause false readings at the thermostat, and inappropriate temperatures in the building spaces.
- Windows should not be opened during the winter to cool spaces. Windows and doors should not be propped open if a space is heated or air conditioned.
- Air conditioning temperatures may vary greatly depending on the building's technology and the corresponding system's most efficient operation. In some buildings, cooler temperatures in the summer may actually be more efficient since the conditioned air is not being re-heated as much after its humidity is reduced.

Facilities Contact Information

To report a problem with heating or cooling go to <http://go.tufts.edu/facilities> and click on On Line Service Request

For issues not able to be resolved by the Online Service Request, please call:

Medford Facilities: 7-3496
Boston Facilities: 6-3535
Grafton Facilities: 9-7921

To provide feedback, email energy@tufts.edu