Goldsmiths, University Of London - Space Temperature Policy

Introduction

Goldsmiths wishes everyone who enters its buildings to be comfortable and able to undertake their roles fully.
At the same time, we need to be conscious of our energy consumption and have energy reduction targets from the Higher Education Funding Council for England (HEFCE). The Goldsmiths Carbon Management Plan, approved by council in November 2010, calls for a reduction in energy consumption of 50% by 2020 based on our consumption in 2005.
In addition to rising energy bills, the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) is imposing large costs on carbon emissions.
We are making progress on a number of projects around campus to reduce the energy consumption of our buildings, but we do still need action and support from the people who use them.

Temperature control is one of the most cost-effective ways to reduce energy wastage and this document sets out how this will be approached.
This document aims to achieve consistency in temperature throughout the College during normal opening hours and sets temperature limits within which requests for changes to temperature controls will not be met.
In some areas it is not possible to control temperatures within the limits set below, and where this occurs, we are dedicated to improving controls in these locations.

It is expected that occupants of College buildings will take reasonable measures to adapt to the environment by following the guidance below, and show due tolerance and understanding.

To help the College achieve financial and energy savings, all students and staff are requested to report over-heating, or under-cooling to estates@gold.ac.uk
Relevant members of staff must ensure that changes to normal operating hours in areas are reported to estates@gold.ac.uk

Maximum heating temperatures – Non Residential Areas

No area shall be heated to a temperature higher than 20°C (± 2°C to allow for control variances).
Corridors and circulation space shall not be actively heated above 17°C.

Maximum heating temperatures – Residential Areas

No area shall be heated to a temperature higher than 22°C (± 2°C to allow for control variances).
Corridors and circulation space shall not be actively heated above 17°C.

Minimum cooling temperatures – Non Residential Areas

Unless included in the list below, no area shall be cooled to a temperature below 24°C (± 2°C to allow for control variances).
Corridors and circulation space shall not normally have mechanical cooling supplied.

Minimum cooling temperatures – Residential Areas

Cooling is not provided to any of the residential areas.

EXCLUSIONS: Server Rooms, Hub Rooms, Cold Stores

Help Us To Help You

Heating

The following pointers will help you with reducing the need for heating, as well as helping to ensure the heating we have is more capable of doing its job:

1) Poorly fitting windows and exterior doors should be reported to estates@gold.ac.uk for urgent repair, and also reported to green@gold.ac.uk for information purposes.
2) 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
3) Incorrectly operating automatic door closers should be reported to estates@gold.ac.uk for urgent repair.
4) Where windows and doors need draught proofing, this should also be reported to estates@gold.ac.uk These should also be reported to green@gold.ac.uk for information purposes.
5) Do not sit in a sedentary position for extensive periods.
6) Wearing appropriate clothing. If the weather outside is cold, we all need to get into the mindset of this, and that we should dress accordingly – jumpers at the ready. Also consider keeping a spare jumper in the office for those occasional 'off days' when you may feel colder.
7) Nearly all radiators on campus are now fitted with thermostatic radiator valves (TRVs). Adjusting the setting on these will help to make the heating conditions in the room more comfortable. The lower the number on the dial, the lower the temperature setting in for the room. Full operating instructions can be found at www.gold.ac.uk/greening
8) When away from the office for a few days and over weekends, please remember to turn the TRV down to the frost setting * or number 1 to reduce the demand on the overall heating system.
9) Arrange office furniture so that you can reach the radiator valve to turn on/off and up/down as you require
10) If you have a chimney in your office, please notify green@gold.ac.uk and we can arrange to have a “chimney cushion” installed. This device will help to reduce heat loss up the chimney.
11) To help with the efficient operation of the installed heating system, please ensure radiators and other heating equipment are not blocked with furniture, clothing, towels etc.

Cooling

The following pointers will help you with reducing the need for cooling, as well as helping to ensure the cooling (where installed) is more capable of doing its job:

1) Poorly fitting windows and exterior doors should be reported to estates@gold.ac.uk for urgent repair, and also reported to green@gold.ac.uk for information purposes.
2) Wearing appropriate clothing. If the weather outside is warm, we all need to get into the mindset of being warm, and that we should dress accordingly – not wearing jumpers or heavy-weight clothing will help.
3) The heating and cooling systems in a space must never operate at the same time. Instances of this must be reported to esates@gold.ac.uk and green@gold.ac.uk straight away for urgent rectification.
4) Use opening windows and doors to try create a through-flow of fresh air. However, all windows and doors must be kept closed when using an air conditioning system.
5) Adjust blinds to keep out direct sunlight
6) If you have high and low level windows, grilles or vents in your space, try to ensure these are open to help provide an updraft cooling effect.
   However, all windows must be kept closed when using an air conditioning system.
7) The need for cooling can be reduced by switching off electrical equipment and lighting when not needed.
8) Do not use a supplementary heater to compensate for an overcool room; contact estates@gold.ac.uk to report the problem.

What if I think it's too cold / hot?

If you believe it to be too cold in your area, and have tried the above measures, please contact the estates department.

We will then place a calibrated temperature logging device in the space and gather a weeks worth of data. The results of the temperature data-logging will determine the appropriate action to deal with the complaint.

If you believe it is too warm in your area, and think you need the already installed cooling to be set at a lower level, please contact the estates department.

We will then place a calibrated temperature logging device in the space and gather a weeks worth of data. The results of the temperature data-logging will determine the appropriate action to deal with the complaint.

Please note, the minimum legally required temperature for sedentary staff is 16°C.

There is no legal maximum temperature for working.

NOTE: The use of portable electric heaters and portable air-conditioning units will not be permitted anywhere, unless sanctioned by the Estates & Facilities Department.

This is not only for energy reduction reasons, but also for safety reasons.