

## What to do when you are experiencing unsatisfactory warm/cool conditions:

- Locate your thermostat. Ensure that there is nothing effecting or impeding air flow (for example, make sure it is not near computers, heaters, fans, not covered by paper or cloth, not behind a bookcase, etc.).
- Verify, with an independent thermometer, that the temperature at the thermostat in the classroom is consistently cooler than 68 degrees or warmer than 76 degrees during regular hours. *(Note that these temperatures are for classrooms only. See below for other spaces.)*
- If it is not, notify your head custodian.

(adapted from [www.seattleschools.org/area/conservation/conserving\\_faq.html](http://www.seattleschools.org/area/conservation/conserving_faq.html))

## Frequently Asked Questions About Heating/Cooling

### **How were the set points chosen?**

In accordance with District standards adopted in November 2006, classrooms and offices are heated at 68 degrees and cooled at 76 degrees. Lunchrooms and auditoriums are heated at 65 degrees and cooled at 76 degrees. Gyms and hallways are heated at 62 degrees. In most cases, this is about a 2 degree difference from temperatures prior to 2006.

These set-points are based on the Washington Administrative Code for Primary & Secondary Schools (WAC) 246-366-090 and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 55-2004. Washington State Legislature specifies rooms should be heated to at least 65 degrees except for gymnasiums which should be heated to at least 60 degrees. The District felt those temperatures would be too cool for our facilities and raised them to the current standards.

The ASHRAE study concluded that after the body has had time to adjust, 80% of people will be comfortable in 68-76 degree room temperatures. *(Note: see below for more information about accommodations for students and staff members with special needs.)*

Scheduled operating hours for the heating/cooling system are based on staff's contract hours. For example, school offices begin heating/cooling earlier than classrooms. Events or meetings outside of contract hours must have a Building Use Permit, where heating/cooling may be requested. See below for more information.

### **What can I do to make the temperature in my space more comfortable?**


While each space is slightly different, there are some things that many of us can do to regulate room temperatures. For example, try to avoid sitting under the supplied air fans in the room. They are required by building codes but sitting under the air flow can make a space seem drafty on cool days. Dress weather appropriately and in layers to allow yourself to adjust to temperature variations throughout the day and school year. Close doors to the hallway or exterior and shut window blinds or shades, where possible, to help keep the room temperature regulated. Check to see that there are no direct heat sources near the thermostat, such as computers, or other devices impacting air temperature readings, like a fan that blows air over the thermostat.

### **What accommodations are available for special heating/cooling needs?**

Some students and staff members have special needs that require room temperature to be outside of the District's standard heating and cooling set-points. In order to request an exemption from the standards, simply complete a Room Temperature Waiver Request and send it to the address provided on the form. If there is a pressing need for a temperature change, please contact a Seattle Public Schools Resource Conservation Specialist immediately.

### **I have an event outside of normal school hours. How do I ensure heating/cooling for my event?**

A Building Use Permit is required for all events, meetings, and functions outside of normal school hours. When completing the form, be sure to check the line marked "AC or Heat". Please be aware that there may be charges associated with Building Use Permits.

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>NATURAL RESOURCES CONSERVATION POLICY (abbreviated)</p>	<p>Adopted November 1, 2006 H25.01</p>
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## STAFF PROCEDURES

### 1. Operations and Maintenance Standards

- A. Heating and cooling set points for the HVAC systems
  - 1. **Classroom and office areas 68 degree heating, 76 degree cooling.**
  - 2. **Lunchrooms and auditoriums 65 degree heating, 76 degree cooling.**
  - 3. **Gyms and hallways 62 degree heating, no cooling provided.**
  - 4. Turn the heat off in unoccupied areas (freeze protection only).
  
- B. Operating Schedule for the HVAC and, Lighting Systems
  - 1. Monday-Friday HVAC schedules are based on staff contract work times.
  - 2. After school and weekend HVAC are provided for academic events only.
  - 3. Heating and cooling systems will not be enabled during non-school hours from April 1 through October 15.
  - 4. Professional development days, HVAC system will only be enabled in occupied areas to the minimum extent necessary.
  - 5. The HVAC system shall not operate during school breaks and holidays except for freeze protection.
  
- C. Exceptions to the Operating Schedule for HVAC and Lighting Systems
  - 1. Schools may purchase heating and or cooling for after school and weekend non-academic events.
  - 2. Community and outside users may purchase heating and or cooling for events through the established building rentals system.
  
- D. Operating Practices for Energy, Water and Solid Waste
  - 3. Unoccupied areas will not be heated, cooled, and all lights will be turned off.

For the complete Natural Resources Conservation Procedures, please visit  
<http://www.seattleschools.org/area/policies/h/H25.01.pdf>

For the complete Natural Resources Conservation Policy, please visit  
<http://www.seattleschools.org/area/policies/h/H25.00.pdf>

For more information about Conservation at SPS, please visit  
<http://bit.ly/sps-conservation>