



Document Number	Standards of Comfort Policy SOP, D.12.01
Owner/Contact Information:	Facilities Operations
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Last Revised/Reviewed:	
Related Policies and Procedures	

1. Purpose/Introduction

The University of North Carolina at Greensboro (UNCG) is committed to promoting energy conservation through careful management of utilities, maintenance of building systems, and efficient operation of facilities while maintaining a safe and comfortable environment for learning and working. UNCG is committed to meeting the University of North Carolina System Sustainability goal of climate neutrality by 2050. In addition, existing legislation in the State of North Carolina mandates reduction of energy consumption per square foot 30% by 2015, relative to a fiscal year 2002-2003 baseline. State laws require that all new buildings larger than 20,000 square feet must consume 30% less energy than the current state energy code. Meeting these goals requires the active support and participation by all members of the campus community. One important step towards achieving these goals is the establishment of standards of comfort for university facilities.

2. Definitions

Standards of Comfort:

In order to maintain indoor environmental conditions that promote the productivity and comfort of occupants, UNCG facilities will be operated within set points that fall within the ranges set by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy, 2007). During occupied hours (see Occupancy Schedule below), thermostats will be set at 69-71°F in the heating season, and 74-78°F in the cooling season. During unoccupied hours, the building temperature will be set back at 80°F during the cooling season and at 55-60°F during the heating season. Building occupants are expected to comply with setting the thermostats within these ranges in buildings where thermostats cannot be automatically set by a building automation system (BAS) or other means.

3. Procedural Steps

3.1 Faculty and Staff Responsibilities

Employees that consider the temperature within their working area outside the temperature ranges specified above are directed to contact the Facilities Operations Work Information Center at 334-5684 to assess the heating and cooling system supplying the area. Employees are expected to share responsibility for their comfort by adjusting their attire as appropriate. In general, UNCG staff is expected to:

- Ensure that windows and exterior doors are closed and not propped open unnecessarily.
- Not use personal space heaters.

Occupancy Schedules	
Occupancy Schedules Building Type	Occupied Hours
Academic Building	7 a.m. to 9 p.m., Monday through Friday
Administrative Building	7 a.m. to 6 p.m., Monday through Friday
Gymnasiums/Dining Hall/Student Recreation Center/Elliott University Center	In accordance with listed hours of operation
Aycock Auditorium/Taylor Theater	In accordance with schedule of use
Teaching Laboratories	7 a.m. to 9 p.m., Monday through Friday during the academic year
Residence Halls	24 hours per day, except holidays and extended breaks
Libraries	Sunday 10 a.m. through Friday 10 p.m. Saturday 10 a.m. to 10 p.m.
Research Laboratories/Cone Art Building	24 hours per day if required, or as identified by building contact

Other considerations:

- Operation schedules and temperature set points will be modified in cooperation with the building contact as needed to accommodate non-standard building operations.
- Employees can expect that the temperature within a building will be no less than the minimum of the heating season thermostat set point range and no more than the maximum of the cooling season set point range as stated above during occupied hours. Temperature adjustments outside of these ranges will generally not be permitted.

4. Revision Table

Revision #	Section #	Summary of Changes	Approval Date