**Policy for Heat/Air Conditioning**

**Scope:**

All air conditioning or heating acquisition, installation, settings and schedule changes must receive approval as outlined in this policy.  This policy applies to all Campus-managed space, regardless of the status of the entity that occupies the space.

**General:**

The College will strive to provide suitable work and study environments for the entire campus community. HVAC improvements and equipment settings will be based on a variety of factors and criteria, including the needs of faculty and students, common standards in the private and public sectors of our region, and economic considerations of the request.

**Oversight:**

The Facilities Management Department, in coordination with department chairs and senior vice presidents, will administer provisions of this policy.

**Policy:**

1. **Schedule:** The Campus has an established standard for HVAC days, times, and temperatures based on need, environmental and economic criteria.
   1. One-time changes to that standard, or short-term changes for specific events, can be effected by placing those events and dates/times on the Campus Master Calendar. Such Master Calendar requests must be in place at least three days prior to the event.
   2. Emergency scheduling (less than three days’ advance notice) must be made by placing a work order (450-1348, or emailing Cockrell@hendrix.edu) to have the schedule altered for an event.
   3. Recurring events such as classes, practices, or after-hours student access requirements are considered long-term or permanent changes, and these must be approved by a senior vice president. That procedure is as follows:
      1. Individual faculty or staff member outlines the request in an e-mail to the respective department chair. This request includes days and hours of the proposed change and a brief justification for the change. The submission should indicate the timeframe of the request (semester, year, or permanent).
      2. The department chair should approve and forward the request to the Director of Facilities ([Ryan@hendrix.edu](mailto:Ryan@hendrix.edu)), who will evaluate the request for feasibility, economical implications, or technical issues. The Director of Facilities will forward the request, along with recommendations, to the Provost and Vice President for Business, who will consult and return either an approval or disapproval of the request to the Director of Facilities for action.
      3. The Director of Facilities will either effect the change or return the disapproved request to the initial requester.
2. **New or Additional Equipment:** The Facilities Management Department will evaluate requests for additional air conditioning, dehumidification or heating equipment on a case-by-case basis. All such requests require the prior approval of the Provost (if originating in an academic department) or the CFO (if originating in an administrative or staff area). If approved by the Provost or the CFO, the request will then be sent to the Facilities Management Director to determine a cost estimate. The cost estimate will then be sent to the CFO for final approval. The process of purchasing equipment or the scheduling of a project will not begin until the Director of Facilities receives final approval from the CFO, who will identify the funding source and assign an account number. The timing of projects is dependent upon the FM workload, outside contractors’ schedules and other factors. All HVAC equipment will have the *Energy Star* rating.

**Consideration Factors/Criteria:**

The following factors will be considered and provide a decision basis.  Other factors may be warranted, considered and documented as appropriate.

1. Quality of life/ number of people to benefit and equity issues.
2. Comparable standard in the local private and public sector activities in the region.
3. Special considerations (lab equipment, health care, etc.) .
4. Cost/benefit analysis based on productivity and cooling alternatives (for example, mechanical ventilation using fans or exhaust).
5. Disruption to the area.
6. Type of building construction and installation issues.
7. Energy conservation or effect on other energy conservation measures.
8. Other work underway in the area, including future equipment or energy conservation upgrades.
9. Availability and source of funds for all maintenance, purchase, installation and energy costs.
10. Formally documented health considerations.

September 2011