

 European University Institute <small>REAL ESTATE AND FACILITIES SERVICE</small>	QUALITY MANAGEMENT SYSTEM		Form code:
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Title: HEATING AND COOLING POLICY			
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Real Estate & Facilities Service (REFs)

HEATING AND COOLING POLICY

Presented by:
Kathinka España
Director of Service

Heating and Cooling Policy at the EUI

Responsible Office/Unit/Service/Department: Real Estate & Facilities Service

Responsible Official/Agent: Kathinka España (REFS Director) and Walter Pugliese (Building Expert)

Aim of the policy

The EUI aims to provide and maintain a thermal comfort level temperature for all EUI users in all EUI buildings as follows:

- Between 19°C and 21°C throughout all areas during heating season within the Campus. Residential areas (PAB & PDM Flats) shall be maintained between 20°C and 22°C.
- Below 27° throughout all areas during cooling season within the Campus, including Residential Areas.

Scope of the policy

Recipients of the policy are all EUI members and users.

Purpose of the Policy

By implementing this policy, the Institute commits to providing suitable thermal comfort to its building users, reducing its on-going energy cost and considering its carbon emissions reduction in compliance with the provisions of the Green EUI policy.

Policy Implementation

The Director of the Real Estate and Facilities Service is responsible for the implementation of the policy. The Director of the Real Estate and Facilities Service shall retain the responsibility to extend and/or reduce the heating/cooling season at the non-residential and residential sites in accordance with local municipal regulations and climatic conditions.

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1. General terms and conditions

✓ Recommended Temperatures

Based on Brussels Office for Infrastructure and Logistics (OBI) guidelines, comfort targets are defined below:

- Air Conditioned/heated areas: with external temperatures of between 0°C and +35°C, interior temperatures must be between +19°C and +27°C.
- With external temperatures ($t^{\circ}\text{ext}$) higher than 35°C, interior temperatures ($t^{\circ}\text{int}$) vary according to external temperature as follows:

$$t^{\circ}\text{int} \leq \frac{1}{2} t^{\circ}\text{ext} + 11.5^{\circ}\text{C}$$

✓ What is Thermal Comfort ?

Thermal comfort is difficult to define because of a range of environmental and personal factors that need to be taken into account when deciding on the temperatures and ventilation rates, that make

individuals feel comfortable. The best that can be realistically achieved in any situation is an environment, which satisfies the largest number of users

✓ **What Heating temperature is the EUI working towards ?**

The Technical Unit at the Real Estates and Facilities Service shall aim to maintain at least 19°C in non-residential areas unless there is a requirement for a particular set of temperatures for specific activities.

2. Temporary portable heaters and A/C Units

To comply with health and safety rules, all electric heaters and A/C units used at the EUI should be previously tested and respond to EC standards. The Technical Unit shall be carrying out heaters and A/C units amnesty each year and is responsible for their maintenance and installation.

Please note: water refill in portable A/C units (water models) shall be carried out by users.

Use of either portable electric heaters or air-conditioning cooling units is not authorized in any EUI premises unless specifically agreed by the Real Estate and Facilities Service when existing systems have been found by the Technical Unit to be incapable of meeting acceptable conditions due to plant failure, building condition, or extreme climatic conditions.

All electric heaters and air conditioning units used on EUI premises must be provided by the Real Estate and facilities Service: REFS staff are authorized to remove all types of electric heaters found in offices and/or common areas installed without prior authorization/verification.

3. Heating period and hours of operation

Switch-on and switch-off schedule depend on local municipal regulations, usually not earlier than 30th October and not later than 15th April. Heating will be normally switched off between 15th April to 30th October. The heating season may be extended for periods between April to October if there are 2 consecutive days or more, where the outside daytime temperature does not rise above 16°C. However, if internal temperatures are below the legal minimum, we will endeavor to provide supplementary heating. The heating season may be reduced during March to April if there are periods of high temperatures, i.e. periods of 2 consecutive days or more where the outside temperature is above 20°C.

✓ **Academic and related areas; Administrative Units**

Heating hours are operational between 7.00am to 6.00pm, Monday to Friday. Heating will be normally switched off between 15th April to 30th October.

✓ **Library**

Heating hours are operational between 7.00am to 10.00pm, Monday to Saturday. Heating will be normally switched off between 15th April to 30th October.

✓ **Researchers residential accommodation:**

In Autumn and Winter heating is operational from 6.00am to 10.00am and from 3.00 pm to 11.00 pm, seven days per week.

Please note: Heating hours may be extended/reduced according to weather and climate conditions, always in compliance with energy saving targets entailed by the EUI environmental strategy. Updated operating hours of heating systems across the Campus are published on the REFS Website (<https://www.eui.eu/ServicesAndAdmin/LogisticsService/MaintenanceUnit/Heating>)

Out of hours heating at the EUI is provided in working spaces and in any other room booked for events outside the working hours given above.

To report over-heating or under-heating, please open a ticket on the [EUI Helpdesk](#).

4. Cooling period and hours of operation

The EUI provides comfort cooling during the summer. During the cooling season (approximately June 1st through September 15th, but there are no specific regulations by the local authorities) the space temperature set point for buildings with cooling systems will be 25° C ($\pm 2^{\circ}\text{C}$ to allow for control variances) during working hours (see below). During off-hours, temperatures may rise above this level. No area shall be actively cooled to a temperature below 24°C. Corridors and circulation space shall not normally have mechanical cooling supplied.

For those spaces where the Real Estate and Facilities Service has temperature control, every effort will be made to maintain spaces at the seasonal set point temperatures. However, building occupants may experience space temperature deviations from set point of up to +/- 2 degrees. Given the characteristics of buildings and of heating and cooling systems, space temperatures within this +/- 2 degree range will be considered normal, and no corrective action will be taken by the REFS.

In those spaces where occupants have direct control of their cooling temperature, occupants are expected to set the thermostats in their workspace or living space in accordance with the EUI's comfort cooling policy (see above). In those spaces where portable A/C units (water models) are installed, water refill shall be carried out by users.

✓ **Academic and related areas; Administrative Units**

Cooling hours are operational between 7.00am to 7.00pm, Monday to Friday.

✓ **Library**

Cooling hours are operational between 7.00am to 10.00pm, Monday to Saturday.

✓ **Researchers residential accommodation:**

In the summer (only PAB flats) cooling is operational 24/7 in accordance with the EUI's comfort cooling policy.

Please note: Cooling hours may be extended/reduced according to weather and climate conditions, always in compliance with energy saving targets entailed by the EUI environmental strategy. Updated operating hours of cooling systems across the Campus are published on the REFS Website (<https://www.eui.eu/ServicesAndAdmin/LogisticsService/MaintenanceUnit/Air-Conditioning>)

Out of hours cooling at the EUI is provided in working spaces and in any other room booked for events outside the working hours given above.

To report over-cooling or under-cooling, please open a ticket on the [EUI Helpdesk](#).

5. The responsibilities of all building users

The following pointers will help you with reducing the need for heating/cooling, as well as helping to ensure that the heating/cooling is more capable of doing its job.

During heating season all building users shall be responsible for:

- Keeping the heat in the building by closing windows and doors as appropriate.
- Ensuring that radiators are not blocked with furniture, clothing etc.
- Reporting any faults and areas where there are over or under heating to the EUI Helpdesk
- Wearing suitable clothing(s) in cold weather.

During cooling season all building users shall be responsible for:

- Reporting to the EUI Helpdesk poorly fitting windows and exterior doors for repair.
- Using opening windows and doors to try create a through-flow of fresh air. However, all windows and doors must be kept closed in air-conditioned areas.
- Adjusting blinds to keep out direct sunlight
- In presence of high- and low-level windows, grilles or vents in your space, trying to ensure these are open to help provide an updraft cooling effect. However, all windows must be kept closed in air-conditioned areas.
- Switching off electrical equipment and lighting when not necessary, reducing the need for cooling.
- Wearing suitable clothing(s) in hot weather.

6. The responsibilities of the Real Estate and Facilities Service

- The extending or shortening of the cooling/heating season shall be determined based on weather conditions and this shall lie with the Director of the REFS.
- The responsibility for reducing excessive space heating/cooling temperatures in milder weather shall lie with the Building Expert and the Energy Manager.
- Co-Coordinating Policy shall be the responsibility of the Energy Manager, supported by the Building expert.
- Investigating complaints shall lie with the EUI Helpdesk managed by the Maintenance Unit, who shall respond accordingly and provide suitable feedback within 1 working day.
- Temperatures shall be controlled using engineering solutions such as Building Management Systems (BMS), or modifying processes where necessary.
- Where temperatures cannot be achieved during the heating/cooling season, electric heaters or portable air-conditioning units shall be provided. On safety grounds, electric heaters/air conditioning units other than those issued by the REFS are prohibited for use throughout all EUI properties.
- In case of extreme weather conditions and/or severe breakdown of cooling/heating systems which will prevent the REFS from reaching the performance level agreed in the policy, *ad hoc* emergency procedures will be implemented in agreement with the Secretary General.

7. Evaluation of the policy

The REFS shall monitor the efficiency of this policy by:

- Implementing user surveys on a regular basis to check users' satisfaction;
- continually monitoring energy consumption in conjunction with this policy;

The policy shall be reviewed annually.

For further information on this policy, please contact the [Real Estate and Facilities Service](#)