

SUNY Potsdam Heating and Air Conditioning Policy

Definitions

Term	Definitions
College	The State University of New York at Potsdam
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.
Approved Program	A College sponsored event or event approved to be held within the College facilities.
Off-Hours	Any time that falls outside of 7am to 5pm Monday through Friday.
Weekends	Saturday and Sunday will be considered the weekend.
Holiday	Designated by the State of New York on an annual basis. Approved employee holidays can be found on the Human Resources website. State designated holidays do not apply to teaching faculty.
Space Heater	A self-contained appliance, usually electric, for heating an enclosed room or space.
OSHA Recommended Temperatures	Building temperature between 68F to 76F.

Basis for Policy

It is vital that the College pursues increased energy conservation which results in decreased energy use and increased energy savings. In order to achieve this goal, the following policy will be implemented for heating and air conditioning. Physical Plant monitors building temperatures daily. This policy applies only to academic buildings.

Heat

1. Buildings will be heated to a minimum of 68F from 7:00 a.m. to 5:00 p.m. Monday through Friday. During off-hours, weekends, and holidays, the temperature will be allowed to drop to 65F before heating occurs unless otherwise requested for approved programs.
2. Each year Physical Plant assesses the weather conditions to determine when to turn on the heat for the season. The heat is started/activated on or about the end of September and turned off on or about the end of May.
3. Heating for approved programs will be provided on off-hours, weekends and holidays as needed. These requests must be received by the Physical Plant (extension 2603) no later than 10:00 a.m. of the proceeding business day. The exception to this will be the Crane

Complex, Vanhousen Extension, Stowell Hall, Heating Plant, Barrington Student Union, and Maxcy Hall.

4. Due to an inability to precisely control temperatures, it may be the case that some spaces may be warmer than others, or that central controls will not permit the Heating Plant to raise the temperature in the rest of the facility.
5. During severe cold temperatures or circumstances out of the College's control, there may be instances when the temperature drops. If the building is occupied and the temperature drops below OSHA recommendation, the College will take appropriate measures.
6. As a precaution against fire and in our pursuit to decrease energy use, space heaters are not permitted. For more information on the use of spaces heaters click [here](#).
7. For employees that have their own temperature control, the College highly encourages that the temperatures outlined in this policy be followed.
8. Over-heated, under-heated or any other heating deficiencies should be reported to the Physical Plant by submitting a [work order](#).

Air Conditioning

1. Air-conditioned spaces will be cooled beginning on or about the first day of June and ending on or about the last day of September to a minimum of 70F from 7:00 a.m. to 5:00 p.m., Monday through Friday. During off-hours, weekends, and holidays, the temperature will be allowed to rise to 76F unless otherwise requested for approved programs.
2. Cooling for approved programs will be provided on weekends, holidays, and off-hours as needed. These requests must be received by the Physical Plant (extension 2603) no later than 10:00 a.m. of the proceeding business day. The exception to this will be the Crane Complex, Stowell Hall, Barrington Student Union, and certain areas of Maxcy Hall. The Heating Plant will utilize the most energy efficient means of supplying cooling during normal hours of operation and for approved off-hour/weekend/holiday requests.
3. Due to an inability to precisely control temperatures, it may be the case that some spaces may be warmer than others, or that central controls will not permit the Heating Plant to raise the temperature in the rest of the facility.
4. During severe hot temperatures or circumstances out of the College's control, there will be instances when the temperature may be allowed to rise. If the building is occupied and the temperature rises above OSHA recommendation, the College will take appropriate measures.
5. For employees that have their own temperature control, the College highly encourages that the temperatures outlined in this policy be followed. If your office or department has

window units, you are encouraged to turn them off when the space is not occupied. All window units must be approved and installed by Physical Plant.

6. Over-cooled, under-cooled areas or any other air conditioning deficiencies should be reported to the Physical Plant by submitting a [work order](#).

Responsible Parties

Role	Individual/Group	Contact Information
Comply with	All Employees	N/A
Policy Executor	Physical Plant	David Fullerton, Director of Physical Plant fullerdf@potsgdam.edu (315) 267-2601

Change History

Date	Change History
December 1, 2024	New Policy

Approved by President’s Council: October 30, 2024