

# University of South Wales Prifysgol De Cymru



Proffesiynol  
Professional



Ymatebol  
Responsive



Creadigol  
Creative



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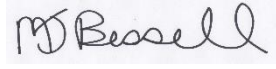


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## HALLS OF RESIDENCE TEMPERATURE POLICY

Guidance for heating and cooling our halls of residence

Estates and Facilities

Title:					
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## 1. Introduction

- 1.1. The University of South Wales spends a significant amount on energy costs; currently totalling around £3m per year. Gas and electric make up the majority of this cost, around 90%. This is mainly the result of heating, cooling and using electrical equipment within our buildings. This policy has been created to provide guidance on the thermal comfort levels expected around our halls of residence, while considering the impact on the university's carbon footprint and energy costs as in line with our Energy Management Policy.
- 1.2. Temperature control is one of the most cost-effective ways of reducing energy and this document sets out how this will be approached. This policy has been created in alignment with our USW Space Temperature Policy to achieve consistency in temperature across the academic and residential estate during normal operating hours. The temperature parameters outlined have been deemed appropriate and are in-line with similar organisations that occupy buildings similar to the university.
- 1.3. There are some areas where the degree of control is not possible at present but improvements to controls are being addressed in those locations.
- 1.4. To help the university achieve its carbon reduction targets, all students and staff are requested to report over-heating or undesirable temperatures to the Accommodation Office.
- 1.5. This policy will be reviewed annually by the Estates and Facilities Team.

## 2. Space Temperature Limits

- 2.1 The university aims to provide a thermal comfort level that satisfies the majority of occupants as in line with Health and Safety Executive (HSE) guidance. Target temperatures have been set for our halls of residence as detailed below.

	Winter target temperature	Summer target temperature
Residential Accommodation	19-21°C*	<27°C
Circulation Spaces	18°C*	<27°C
Corridors	16°C*	<27°C

\*±2°C to allow for control variations

Table 1: Target Temperature Ranges

### 3. Heating Policy

- 3.1 The university heating season generally runs from 1st October to 1st May each year. The heating season may be extended depending on the weather forecast. In the weeks before and after the heating season, the forecast will be monitored closely by the Estates and Facilities staff and a decision will be made to turn on the heating if it is deemed necessary. Alternatively, the heating season may be reduced if there are five or more consecutive working days where outside daytime temperature is above 20°C.
- 3.2 Student halls of residence will be heated from 6am to 10am and 3.30pm to 11pm seven days a week. With blended online and classroom teaching, adjustments to this heating schedule will be considered.

### 4. Portable Electric Heaters

- 4.1 The use of portable electric heaters is strongly discouraged. To comply with health and safety and to reduce fire risk, all temporary heaters must be PAT tested. Only approved heaters issued by the Accommodation Office shall be used at our campuses and must be oil filled heaters. Heaters pose a significant fire risk and any unauthorised heaters may be removed by the maintenance team. All temporary heaters must be authorised by the Accommodation Maintenance Officer. If your area is consistently hot or cold, please speak to a member of the Accommodation Office so a request can be logged on the Estates Helpdesk. A member of our maintenance team will take temperature readings to gain an understanding of the average temperature within the area. Then an investigation will be undertaken to understand the cause and consider the best solution.
- 4.2 A portable heater may be provided in exceptional cases where the tenant requires the temperature higher than the agreed University Space Temperature Policy. In such cases, a portable heater will only be provided once the Accommodation Maintenance Officer has investigated the temperature and confirms a heater is required.

### 5. Cooling Policy

- 5.1 Our halls of residence do not have mechanical cooling. Natural ventilation is available through opening windows as required.

5.2 To help the university achieve its carbon saving target, all students and staff are requested to report any faults with window seals and openers to the Accommodation Office.

5.3 The target peak temperature for most university space in summer is 27°C. It is understood that some spaces may overheat, particularly in summer months. However, air conditioning will not be installed for cooling these spaces during these rare overheating events. Air conditioning uses around twice as much energy as natural ventilation. Therefore, low energy solutions may be more appropriate than the installation of comfort cooling in many instances e.g. the use of personal fans, open windows, cool drinks, appropriate clothing etc. Please remember that any electronic equipment will need to be PAT tested so please inform the Accommodation Office that you are using this equipment.

## 6. How you can help save energy and increase your comfort levels around the university

6.1 There are several measures you can take to limit the extremes of temperature and help save energy:

- Dress appropriately for the weather, each additional layer can improve comfort by 2-3°C
- Drink hot or cold drinks depending on the conditions
- Use windows appropriately – close them during the winter months and open windows and doors in the summer months to try create a through-flow of fresh air.
- If you have high and low level windows, grilles or vents in your space, try to ensure these are open to help provide an updraft cooling effect.
- Make use of window blinds and curtains in hot weather to reduce solar gain
- Sit away from heat or cold sources
- Switch off unnecessary electrical equipment and lighting particularly in the summer as these can contribute significantly to heat gains
- Report conditions where draughts impact on achieving target temperatures and any other problems with heating or cooling to the Accommodation Office e.g. poorly fitting windows and doors
- Ensure internal doors are kept closed between areas of different temperatures, such as an your bedroom and corridor, as this will keep the heat in and reduce cold draughts. Corridors will be slightly cooler than bedrooms
- Radiators may be fitted with thermostatic radiator valves (TRVs). Adjusting the setting on these will help to make the heating conditions in the room more

comfortable. The lower the number on the dial, the lower the temperature setting for the room.

- When away from your accommodation for a few days and over weekends, please remember to turn the TRV down to the frost setting \* or number 1 to reduce the demand on the overall heating system
- To help with the efficient operation of the installed heating system, please ensure radiators and other heating equipment are not blocked with furniture, clothing, towels etc.

## 7. Student Say

7.1 If you believe it is too hot or too cold in your accommodation and have tried the above measures, please contact the Accommodation Office who are here to assist. We will then place a calibrated temperature logging device in the space and gather a weeks worth of data. The results will determine the appropriate action to deal with the complaint.

## 8. Halls of Residence Costs

