

*Jefferson County Policies & Procedures*

Policy Name:	Energy Policy	Approved:	12/19/2013
Policy Number:	Maintenance - 602	Author:	Bill Polk
Associated:			

**Introduction**

Due to increased energy consumption and rising cost, the Jefferson County Commission is implementing the following Heating, Ventilation, and Air Conditioning (HVAC) policies effective immediately.

**Heating Set Points**

68° to 70° during normal occupied times

65° to 68° for entrance ways and storage rooms

55° during normal unoccupied times

**Cooling Set Points**

71° to 75° during normal occupied times

85° during normal unoccupied times

In implementing this policy, all spaces will be maintained as close to the set points as possible. Due to the age of some of the systems and facilities, occupants may experience a range of temperatures a few degrees on either side of the set points. This should be acceptable and comfortable to most occupants. During the winter if the temperature drops below 67° or above 76° in the summer please contact the Maintenance Department.

Please note that the Judicial Center, Communications Facility, and the Public Service Center all use a reheat system. (Reheat systems refer to systems where air is cooled to below dew point temperature to dehumidify and is then reheated to maintain comfortable space temperatures). Temperatures in these Facilities may be maintained between 68° and 72° in the summer to help reduce energy costs.

Certain areas will be exempt from the set points, i.e. computer rooms, labs, and other critical areas. Additional areas may be exempt from all or part of these requirements, pursuant to the approval of the County Commission.

Heating and cooling should start no sooner than 30 minutes prior to the building being occupied.

Heating and cooling may be turned back 30 minutes before the scheduled building closing time.

### **Space Heaters**

The Jefferson County Commission will approve space heaters in limited instances where the building systems cannot provide temperatures within acceptable variation of the ranges stated above or in cases where workers may have medical conditions that require extra warmth. All other space heaters are subject to confiscation by the Maintenance Department.

The compliant use of space heaters can be used if the following requirements are met:

All heaters must be Underwriters Listed (UL) approved

- I. The maintenance department has checked that the use of the space heater will not cause problems and that the need can't be met by adjusting the HVAC system.
- II. The space heater is kept away from combustible materials.
- III. The space heater must be monitored at all times, turned off when the area is not occupied, and unplugged at the end of the day.
- IV. The space heater is plugged directly into an outlet. The use of extension cords is strictly prohibited.
- V. Heaters must have a thermostat to automatically turn the unit off once the temperature is achieved.
- VI. Heaters must have a tip over shut down feature.
- VII. Heaters missing guard, control knobs, feet, or damaged in anyway are to be taken out of service immediately.
- VIII. It must not take more than 1,500 watts to operate.

### **Fans**

Energy efficient pedestal or table fans are permitted and considered acceptable solutions to increase your sense of comfort by improving air movement.