

## Management of Building Temperatures Policy

The University is committed to providing a comfortable working and learning environment, minimising energy waste and CO2 emissions and operating within the Workplace Health, Safety and Welfare Regulations 1992.

### Aims and Objectives

The aim of this policy is to provide users with information on how the internal environment is managed at the University, the process for reporting faults or concerns and how requests for adjustments to centrally controlled systems can be made. This policy reflects the commitments set out in the University's Environmental Policy and supports the University's Carbon Reduction Plan to provide a thermally comfortable environment whilst optimising energy efficiency and minimising waste.

### Requests for adjustments to existing provision

Where staff have concerns about the temperature in their working environment consideration should initially be given to local control measures such as opening windows and taking breaks, see: [HSE Employees Guide](#) - temperature.

Where adjustments to centrally controlled systems are required, requests to the Estates Department should be made by the line manager or local environmental champion in order to minimise the potential for conflicting requests and to ensure that all local staff are aware of and agree with any change being proposed.

### Reporting of Heating/Cooling System Faults

Faults or failures should be reported through the Estates Helpdesk (accessed via [estates.ntu.ac.uk](http://estates.ntu.ac.uk)).

### Requests for additional provision

Requests for any additional provision, reasonable adjustments under the Equality and Diversity Policy or modifications to temperature and ventilation control systems should be submitted through an Estates Change Request (accessed via [estates.ntu.ac.uk](http://estates.ntu.ac.uk)).

In the event of a failure of the heating system, Estates will aim to supply appropriate provisions.

All portable heating equipment must be approved by Estates and will require a risk assessment to be submitted prior to approval through an Estates Change Request (accessed via [estates.ntu.ac.uk](http://estates.ntu.ac.uk)).

There are no restrictions on desk fans during the summer months, although all portable equipment must be Portable Appliance Tested by the Estates Maintenance Team.

### NTU Internal and External Events

Event co-ordinators, supervisors or duty managers should make direct contact with [Energy and Engineering Team](#) via email to request adjustments.

### Roles and Responsibilities

Estates are responsible for the overall management and installation of the heating, cooling and ventilation systems at the University.

Depending on weather conditions, centrally controlled heating will normally be switched on between 1 October - 31 March.

During the operating period of the heating systems, the University aims to maintain building internal air temperatures within the range of 19-24°C.

Where there are local temperature controls, the Energy and Engineering team will, where necessary, provide instructions and information on their operation.

Signed: \_\_\_\_\_



**Steve Denton, Chief Operating Officer and Registrar**

**Revised June 2019**



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