



## **Heating Policy**

### Aim:

Linacre College aims to provide a comfortable working environment for all residents, staff and visitors, and to comply with Health and Safety requirements while minimising Carbon Dioxide (Co2) emissions arising from the operation of the heating systems.

### Heating Season:

The heating systems in residential and office spaces are usually turned on in September and off in May (Actual dates are decided each year based on environmental/weather conditions).

The college aims to provide background heat in each of its buildings at 19°C (+/- 2°C), in-line with University guidelines, during the heating hours. Outside of the heating hours the heating is off.

Outside the heating season the heating to all buildings may be turned on if the immediate forecast is for 3 (Or more) days of unseasonal low temperatures. The decision on unseasonal heating is taken in conjunction with the Domestic and Financial Bursars, and the Maintenance Manager. Factors influencing the decision will include current internal building temperatures, weather forecast, and availability/status of systems.

### Heating Hours:

During the heating season all heating systems will operate on the following programme:

Monday – Friday:            On @ 06:00am – Off @ 10:00pm

Weekends:                    On @ 06:00am – Off @ 10:00pm

As previously stated the system will aim to provide background heating at 19°C (+/- 2°C).

When the heating is operational demand is controlled by conventional thermostats, or B.M.S. (Building Management System). Due to variations in controls, thermostat locations, insulation levels and building construction variation of temperature can occur between, and within buildings.

### Thermal Comfort:

Individual thermal comfort, or the perception of a comfortable temperature is subjective. It is based on many factors and it is recognised that not all residents will achieve 'Thermal Comfort'. It is expected that occupants moderate their own comfort using radiator controls in each room and by dressing appropriately for their preference.

Heating levels in circulation areas and rooms not in use will be monitored by the Maintenance and Housekeeping teams. Heating in these areas will generally be lower than the target of 19°C (+/- 2°C).

### Supplementary Heating:

Additional stand-alone heating is not to be used in any College building unless it has been provided by the Maintenance Department. The College has a stock of temporary heaters for use in emergencies (Heating system failures). Residents are asked not to bring in additional heaters as stated in the Student Handbook.

### Air Conditioning:

The College does not have any air-cooling provisions in its building with exception of units required to keep College services running (Server rooms/Cellars etc).

Residents are asked not to bring in air conditioners without prior permission from the Domestic Bursar.

### Hot Water:

Hot water is available 24 hours a day. Hot water timer programmes will be set to provide hot water at all times, however this may be limited between the hours of 0000 and 0600 to reduce Co2 emissions.

### Carbon Dioxide/Environmental impact:

Linacre College is committed to reducing its environmental impact but can only do this with the cooperation of all college members, especially those in residence. Working with Common Room green representatives Linacre is experimenting with a number of measures to reduce our energy consumption and Co2 output.

### Heating/Hot Water Faults:

All staff and residents are asked to report any heating or hot water faults to the Maintenance Department.

All heating/hot water faults reported in work hours will be treated as a priority. Out of hours faults will be attended by the On-Call Maintenance Officer, but due to boiler access, lone working arrangements and contractor availability these may not be rectified until the next day.