



Seattle Public Schools Heating and Cooling Information for Staff

If temperature conditions are unsatisfactory, too warm or too cool:

- Locate your thermostat. Make sure that there is nothing blocking air flow to the device. Move everything three feet away; including: computers, bookcases, heaters, fans, paper or cloth.
- Verify, with an independent thermometer, that the temperature at the thermostat in the classroom is consistently cooler than 68 degrees or warmer than 76 degrees if air conditioning is available, during regular hours. *(Note that these temperatures are for classrooms only. See below for other spaces.)*
- If you find that your temperatures are out of range, notify your head custodian.

Frequently Asked Questions About Heating/Cooling

How were the set points chosen? In accordance with District standards, classrooms and offices are heated to 68 degrees. Air conditioning is not available in most spaces. Where it is available, classrooms and offices are cooled at 76 degrees. Lunchrooms and auditoriums are heated to 65 degrees and cooled at 76 degrees. Gyms and hallways are heated to 62 degrees. These set-points are based on the Washington Administrative Code for Primary & Secondary Schools (WAC) 246-366-090 and American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 55-2004. Washington State Legislature specifies rooms should be heated to at least 65 degrees except for gymnasiums which should be heated to at least 60 degrees. The District decided that those temperatures would be too cool for our facilities and raised them to the current standards. The ASHRAE study concluded that time to adjust, 80% of people will be comfortable in 68 -76 degree room temperatures. Our Human Resources Department works with people to make sure that the district meets special accommodation needs.

When should I expect rooms to reach temperature set-points? Scheduled operating hours for the heating/cooling system are based on student bus arrival and departure times. Events or meetings outside of contract hours must have a Building Use Permit, where heating/cooling may be requested. Classrooms should reach set-point one half hour before school buses arrive at the building.

What can I do to make the temperature in my space more comfortable? Each room is a little different, but in general, there are things we can do to regulate room temperatures. First, the locate where a desk or chair is placed will influence comfort. Look for the supply and return air in your room and if possible locate your desk where you will be most comfortable. Second, use doors, windows and shades to help control temperatures; but never keep them open long during the heating season. Our rooms must be ventilated to meet air quality standards. Make sure that nothing is blocking vents because some are in areas that are easily blocked by books and posters. Your fresh air depends on keeping vents open, even though the air flow can make a space seem drafty on cool days. Third; dress weather appropriately and in layers to allow yourself to adjust to temperature variations throughout the day and school year.

Are there accommodations available for special heating/cooling needs? Some students and staff members have special needs that require room temperature to be outside of the District's standard heating and cooling set-points. Individuals should work with Human Resources to request a Room Temperature Waiver.

What can I do to ensure that my event outside of normal school hours is provided heating or cooling? Submit a Building Use Permit at least two weeks before your events, meetings, and functions outside of normal school hours. When completing the form, be sure to check the line marked "Heating/Ventilation/Air Conditioning." Please be aware that there may be charges associated with Building Use Permits.

Superintendent Procedure 6810SP Natural Resources Conservation

Approved by: s/Larry Nyland Date: 9/20/17

Dr. Larry Nyland, Superintendent



This procedure implements School Board Policy 6810 and is the long-term resource conservation management plan for the District.

- 1) Heating, Cooling, and Ventilation (HVAC) & Mechanical Equipment
 - a) Normal operating schedule for mechanical heating, cooling and ventilation (HVAC)
 - i) Monday – Friday HVAC schedules are based on staff contract work times and school start/end times.
 - ii) After school, HVAC is provided for academic and District scheduled events only.
 - iii) HVAC systems shall not heat or cool during non-school hours, during school breaks and holidays, and in unoccupied areas unless it is necessary for freeze or equipment protection.
 - iv) Exceptions to the HVAC operating schedule may be made for events outside of the normal operating hours through the District building rentals system. Rental fees may apply.
 - v) Fan cooling is allowed during occupied times.
 - vi) For heating, cooling or fans after hours, a building use permit is required.
 - b) HVAC set points during scheduled occupied periods – these set points mean that actual temperatures may be within +/- 2 degrees
 - i) Classroom and office area set points are 68 degrees heating. Where available, 76 degrees mechanical cooling, 74 degrees economizer cooling.
 - ii) Lunchroom and auditorium set points are 65 degrees heating. Where available, 76 degrees mechanical cooling, 74 degrees economizer cooling.
 - iii) Gym and hallway set points are 62 degrees heating. Cooling is not commonly provided.
 - iv) Temperature settings in classrooms with motion sensor integrated HVAC should have heating set points reduced by 3 degrees and cooling set points increased 3 degrees during the normal operating schedule when the room becomes unoccupied. The motion sensor will turn the system back to occupied temperatures when a person enters the room.
 - v) Exceptions to the HVAC set points are made for those with special needs as noted in their 504 documents.