



**Effective:** 8/24/2000  
**Last Revised:** 4/1/2023

**Responsible University Office:**  
*Facilities Management and Planning*

**Responsible University Administrator:**  
*Vice Chancellor for Business and Finance*

**Policy Contact:**  
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## Energy Conservation/Seasonal Changeover

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### Scope

This policy affects the heating, air conditioning and energy conservation efforts for the academic and residence buildings on campus.

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### Policy Statement

The single changeover dictates that the Facilities Management and Planning personnel carefully monitor both the building interior temperatures and the outside temperature, as these general comfort conditions will help determine when it is appropriate for the changeover to be made.

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### Reason for Policy

For many buildings the conversion from heating to air conditioning or from air conditioning to heating is a major, one time only changeover for the entire season. Thus, if the weather reverts to the previous season's temperature after the changeover has been made, building occupants may experience some discomfort while the weather anomaly exists.

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## Procedures

### Air Conditioning

Generally, the changeover to the air conditioning season will occur after taking in account the long-range forecast. The time of year, humidity, and after three consecutive days of outside temperatures of 75 degrees or higher. The use of window air conditioners is prohibited in the residence halls. Window air conditioners used in academic buildings are to be controlled by the individual in charge of the room and are to follow the above guidelines. Residence Halls will be air conditioned during the summer months based upon need and number of occupants.

### Ceiling Fans

The use of ceiling fans is discouraged. The perceived need for a ceiling fan is often due to an unresolved problem in the heating, ventilating and air conditioning (HVAC) system. Please report any problems with the HVAC system to Facilities Management and Planning for repair. In some cases, it may not be possible to permanently repair the systems. In this case, ceiling fans may be a necessary temporary solution. Requests for the installation of ceiling fans will be handled through the Facilities Management and Planning Department.

### Heating

Changeover to the heating season is made when the use of air conditioners is no longer required to maintain building interiors at the designated temperature. This changeover will occur after taking into account the long-range forecast, the time of year, humidity, and after three consecutive days of outside temperatures of 55 degrees or lower.

### Target Temperatures

Designated target building temperatures are as follow:

Winter – Heat to a maximum of 72 degrees

Summer – Air conditioning to a minimum of 74 degrees

### Lighting and Power

The only way to conserve electrical energy is to use electricity only when necessary. Therefore, your assistance is requested in turning off all classroom, laboratory, and office lights whenever the rooms are vacant to minimize power consumption.

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Facilities	Service Desk	308-865-1800	<a href="mailto:facilities@unk.edu">facilities@unk.edu</a>
Utilities Manager	David Gleason	308-865-1800	<a href="mailto:gleasond2@unk.edu">gleasond2@unk.edu</a>
Maintenance Manager	David Burnham	308-865-1800	<a href="mailto:burnhamd@unk.edu">burnhamd@unk.edu</a>

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## History

Revised into new format – 2/9/2017

Replaces existing Energy Conservation / Clean Air Policy

Minor Revisions 4/1/2023