

FACILITIES

Operation and Maintenance of Buildings, Grounds, and Equipment

Operation of Air Conditioning and Heating Systems

This regulation supersedes Regulation 8536.3.

I. PURPOSE

To prescribe the responsibilities and procedures for the seasonal activation and deactivation of air conditioning and heating systems, including manually controlled window air conditioners, and to provide guidelines for energy reduction in July and August.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

The Office of Maintenance Services has been changed to the Office of Facilities Management.

III. AUTHORITY

The director of Facilities Management, Department of Facilities and Transportation Services, establishes procedures for air conditioning and heating activation and deactivation. Activation and deactivation requests that are exceptions to stated guidelines shall be sent in writing to the director, Office of Facilities Management.

IV. CENTRAL AND ZONED SYSTEMS

A. Automatic Systems

The director, Office of Facilities Management, shall have the responsibility for activating and deactivating all central plant or zoned air conditioning and heating systems. For buildings containing such systems, the Office of Facilities Management should be contacted for any assistance needed.

B. Manual Systems

Buildings with manually controlled air conditioning and heating systems require the assistance of Facilities Management personnel for seasonal changeovers. Program managers shall be guided by the following considerations:

1. The changeover periods usually occur about April 15 for air conditioning and November 1 for heating.
2. The exact dates for changeover periods are scheduled consistent with prevailing weather conditions and decisions resulting from coordination between the director, Office of Facilities Management, the cluster directors, and respective principals and program managers.
3. In the coordination of the dates for changeover, a planning factor averaging up to two days for activating air conditioning and one day for conversion to heating must be taken into consideration.

C. New Facilities

For school buildings newly completed and/or occupied, the proper functioning of air conditioning and heating systems is the responsibility of the contractor until such time as the program manager and the director, Office of Facilities Management, are notified by the director, Office of Design and Construction Services, that these systems are released for regular maintenance support. Pending receipt of such notification, any failures should be reported to the director, Office of Design and Construction Services. The director, Office of Facilities Management, shall assume responsibility for the functioning of air conditioning and heating systems when they are notified by the Office of Design and Construction Services that the warranty period has expired. All repair requests for heating and air conditioning systems not under warranty should be submitted via the request line to the Work Order Section.

IV. WINDOW-TYPE UNITS

Many problems with window-type air conditioning units may be eliminated, and downtime on the equipment and expense to the school reduced, by following these maintenance practices:

- A. Run units on high speed or maximum cool during peak cooling periods.
- B. Direct the airflow upward, not straight into the room or toward the floor.
- C. Turn off units during unoccupied periods, unless essential for the protection of computer equipment and string and woodwind musical instruments. When units must run overnight or on weekends, maintain thermostat at warmest tolerable settings.

All personnel using window-type air conditioners shall be alerted to these recommendations.

V. AIR CONDITIONING REDUCTION

Air conditioning in July and August shall be provided in accordance with the following guidelines:

A. Summer Programs

Approved summer programs (those approved for air conditioned space use) shall be consolidated within as few zones in schools as possible.

B. Approval

Air conditioning shall be approved for summer program space use before the end of the school year in June on the basis of information received by the director, Office of Facilities Management.

C. Reduction and Resumption

Air conditioning shall be reduced at the end of the teacher scale contract period and shall be returned to normal by the start of this same contract period for the next fiscal year.

D. Schools

The administrative suites in elementary, middle, high, and secondary schools shall operate normally throughout the year.

E. Buildings Without Natural Ventilation

Air conditioned buildings without natural ventilation shall have those zones that are not being used in an approved summer program set to maintain 82° Fahrenheit during cooling operation. There will be no exceptions for custodial operations.

F. Buildings With Natural Ventilation

Air conditioned buildings with natural ventilation shall have all air conditioning and/or ventilating equipment turned off in all zones in which there is no approved summer program.