



The
University
Of
Sheffield.

Integrated
Management
System.

EFM Heating Policy

Approved by Carbon Management Group 27 November 2016

EFM Document	OPP EN006	Authorised by:	Phil Riley
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Introduction

Heating the University's buildings places a significant strain on finances and the environment. We are committed to drastically reducing our carbon emissions and it is important that a balance is found between achieving these targets and providing a comfortable working environment for staff and students.

This Heating Policy has been developed to support the University of Sheffield's Environment Policy, Energy Policy and Carbon Management Plan. It aims to ensure buildings are heated in an energy efficient manner and that buildings are not heated when unoccupied.

The Policy has been endorsed by the University Executive Board (UEB), and responsibility for its implementation lies with Estates and Facilities Management (EFM).

The key points of the Policy are as follows:

- the University of Sheffield heating season begins in the first week of October and ends in the last week of April
- during the heating season we aim to achieve an air temperature of between 19 and 21°C during core working hours
- we aim to achieve the minimum required working air temperature of at least 16°C by 9 am in all University buildings during the heating season
- it is expected that building users will dress appropriately for the season
- all heating problems should be reported to the Estates and Facilities Management (EFM) Helpdesk in the first instance
- portable heating is discouraged and shall only be used in exceptional circumstances.

NON-RESIDENTIAL BUILDINGS

1. Heating season

- The University of Sheffield's heating season begins in the first week of October and ends in the last week of April.
- Heating is only provided outside this period for examination areas and some research space where consistency of air temperature is essential.
- Should abnormal weather conditions be experienced outside the heating season and internal space temperatures fall to unreasonable levels, please contact the Estates & Facilities Management (EFM) HelpDesk via EFMHelpDesk@sheffield.ac.uk or (0114) 222 9000.
- The Helpdesk is open between 8.00am and 5.00pm Monday to Friday.
- EFM staff will monitor conditions and consider if temporary heating is required.
- Between May and September, maintenance and stripping down of heating systems means they will be inoperable outside of the heating season.

2. Heating season – internal temperatures

- The University of Sheffield has a legal responsibility under Regulation 7 of the Workplace Health, Safety and Welfare Regulations 1992 to ensure that "during working hours, the temperature in all workplaces inside buildings shall be reasonable".
- The Approved Code of Practice states "The temperature in workrooms should normally be at least 16 degrees Celsius" and during the heating season we will aim to achieve this within one hour of the heating start time.
- During the heating season occupied spaces will be controlled at between 19 and 21°C during core hours (for the majority of buildings this is 9.00am to 5.00pm).
- Heating is not normally provided outside these times and is set back to around 12°C.
- It is expected that building users will dress appropriately for the season and their own levels of thermal comfort, and take practical steps to control their own environment by using radiator controls, opening and closing windows for example.

3. Heating season – out of hours

- It is acknowledged that some University buildings are in use outside normal working hours. Heating time periods that meet operational requirements are therefore agreed between EFM and the department.
- If heating is required outside the agreed times, this must be requested through EFM. Building users should contact energy@sheffield.ac.uk to request a BMS Building Environmental Change Form. This asks for details and reasons for the change, and requires authorisation by the departmental head.
- A copy of the BMS Building Environmental Change Form is contained in Appendix 1.

4. Portable heating

- To ensure compliance with safety guidelines, all portable heaters used at the University must be PAT tested.
- Unauthorised and/or non-PAT tested portable heaters may be rendered inoperable by Estates & Facilities Management engineers.

5. Reporting heating problems

- All problems relating to heating should be reported to the EFM Helpdesk via EFMHelpDesk@sheffield.ac.uk or (0114) 222 9000.

6. Expectations of building users and EFM

All building users shall be responsible for:

- Keeping heat in the building by closing windows and doors as appropriate.
- Ensuring that radiators are not blocked with furniture, clothing etc.
- Reporting any faults and areas experiencing over- or under-heating to the EFM Helpdesk (EFMHelpDesk@sheffield.ac.uk or (0114) 222 9000).
- Wearing suitable clothing in hot and cold weather.

EFM staff shall be responsible for:

- Reducing overheating in milder weather
- Controlling temperatures
- Responding to heating complaints
- Coordinating temporary portable heating in the event of heating system failure

7. Policy review

- This document will be reviewed annually by the Energy Manager.

8. Further Information

- The University has access to a small fund to invest in minor schemes that improve the energy efficiency of heating systems.
- An investment plan is formulated each year and if building users have suggestions for inclusion in this plan they should contact energy@sheffield.ac.uk with details.

BEMS Building Environmental Change Form

The University is fully committed to reducing carbon emissions and has developed a Carbon Management Plan in conjunction with the Carbon Trust. Furthermore, the Climate Change Act sets targets to reduce emissions by 34 per cent by 2020 and 80% by 2050 based on 1990 levels.

The cost of energy is also significantly rising and this trend is forecast to continue into the future.

In order to achieve these targets, reduce operating costs and maintain energy savings we need to ensure that buildings are not heated and cooled when unoccupied.

Time schedules need to be controlled and managed to match occupancy times and allow for Departmental operational changes.

Any change of use needs to be notified using this form to allow us to configure the Building Energy Management System (BEMS) accordingly.

Please complete the BEMS Building Environmental Change Form, providing as much information as possible. A copy of this form is enclosed on the following page.

BEMS Building Environmental Change Form (example)

Requestor:	Tel No:
Occupying Department:	Building Code if known:
Building Name:	
Location (Room Number(s):	
Departmental Head:	Tel No:
Date change requested to start:	
Duration of change :	
Request Details: e.g. change of temperature set point/ occupancy times.	
(Please continue on additional sheets as necessary)	
Reason for Request:	
Note : No changes will be made unless authorised by the Departmental Head who should Email confirmation with this form attached.	
(Please continue on additional sheets as necessary)	