

HVAC Temperature and Schedule Set Point Guidelines

• HVAC: Temperature and Humidity Set Points

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ○ Air Conditioning <ul style="list-style-type: none"> ▪ Occupied: 73° ▪ Unoccupied: 80° ▪ If any temperature settings in your building are incorrect, contact the maintenance department immediately. | <ul style="list-style-type: none"> ○ Heating <ul style="list-style-type: none"> ▪ Occupied: 69° ▪ Unoccupied: 60° | <ul style="list-style-type: none"> ○ Humidity Maximum <ul style="list-style-type: none"> ▪ Occupied: 65% RH ▪ Unoccupied: 65% RH |
|--|--|---|

• HVAC: Schedules

- **Time Schedule**
 - HIGH SCHOOLS: 8:15am – 3:45 pm
 - MIDDLE SCHOOLS: 8:00 – 3:15
 - ELEMENTARY SCHOOLS: 7:30 – 2:30

- **Normal Operation**

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Admin. Areas and Media Center <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 8:00 am ○ Optimal Stop: 5 min before normal stop ○ Normal Stop: 5:00 pm | <ul style="list-style-type: none"> ▪ Kitchen <ul style="list-style-type: none"> ○ Optimal Start: 4:30 am ○ Normal Start: 6:30 am ○ Normal Stop: 1:30 pm |
| <ul style="list-style-type: none"> ▪ ALL Other Areas of ALL Schools <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 15 min before first class ○ Optimal Stop: 5 min before normal stop ○ Normal Stop: 0 min after final class | <ul style="list-style-type: none"> ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Normal Start: 30 min after first class begins ○ Normal Stop: 30 min before final class ends ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Off; Unoccupied mode ONLY |

- **Summer Operation (Monday – Thursday)**

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Admin. Areas and Media Center <ul style="list-style-type: none"> ○ Optimal Start: 2 hrs before normal start ○ Normal Start: 7:00 am ○ Optimal Stop: 5 min before normal stop ○ Normal Stop: 5:30 pm | <ul style="list-style-type: none"> ▪ ALL Other Areas of ALL Schools <ul style="list-style-type: none"> ○ Unoccupied mode ○ HVAC overcalls MAY be enabled ▪ ALL Outside Air Units <ul style="list-style-type: none"> ○ Off; Unoccupied mode ONLY |
|---|--|

- If the air conditioning or heating systems in your building are not working according to these schedules, contact the maintenance department
- If you need to have the schedule changed for any reason, notify the HVAC Manager for review and approval.

• HVAC: Policies

- **Doors and Windows**
 - DO NOT prop open doors or windows for any reason