



Policy Number 4.2.2

Chapter: Campus Planning

Title: Heating and Cooling Guidelines

Division/Department: Operations/Facilities Services & Campus Planning/Sustainability

Policy Administrators: Directors of Facilities Services and Sustainability

Adoption Date: May 21, 2025

Revision Dates:

1. PURPOSE

Auraria Higher Education Center (AHEC) promotes sustainability practices whenever practicable. The following guidelines have been developed to assist in understanding our goals to effectively manage energy use when heating and cooling AHEC-controlled facilities (i.e. buildings that are a part of the Auraria Campus' Building Automation System) while balancing a comfortable working and learning environment.

Managing energy responsibly by establishing seasonal temperature targets will reduce the environmental impact of the Auraria Campus and lessen energy costs by up to 15 percent. This policy requires AHEC-controlled facilities to maintain specified temperature levels.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

- 3.1. Cooling Guidelines: Between April 2nd and September 30th, the goal is to cool all AHEC-controlled buildings to between 74 and 78 degrees Fahrenheit.
- 3.2. Heating Guidelines: Between October 1st and April 1st, the goal is to heat all AHEC-controlled buildings to between 66 and 70 degrees Fahrenheit.
- 3.3. Seasonal Changes: During Spring and Fall, outside temperatures can fluctuate, causing indoor temperatures to temporarily vary from these guidelines. As part of AHEC's standard procedure to align with warmer months, air-conditioning systems for AHEC-controlled buildings will be turned on no later than the second week of May. They will then be turned off for Winter by October 1st. Cooling for buildings will not be available after October 1st.

- 3.4. Use of Space Heaters: Electric space heaters may be used as a temporary measure in areas where Heating Guidelines cannot be achieved. However, as space heaters are potentially hazardous if used improperly, only space heaters approved and supplied by AHEC Facilities Services are authorized. Where non-approved space heaters are identified AHEC Facilities Services will leave notices for occupants requesting space heaters be removed.
- 3.5. Exemptions: Certain areas, such as facilities that house animals and select equipment rooms, require more stringent controls and are not governed by these guidelines. Requests for exemptions must be approved in writing by AHEC Facilities Services and the Constituent Institution that uses the facility.
- 3.6. Energy Reducing Measures
- 3.6.1. Temperature control system capabilities vary across the campus and the target temperature may not be achieved in all circumstances. It is expected that the actual temperatures will be within a range of +/-2 degrees Fahrenheit of the target.
- 3.6.2. To help save energy, building temperatures may be changed from these guidelines during expected unoccupied hours. It is advised to be prepared with appropriate clothing if you work during typical unoccupied hours.
- 3.6.3. Temperatures will be set by AHEC Facilities Services in centrally controlled systems. Occupants who control their own thermostats are required to adhere to the settings specified herein.
- 3.7. Occupant Responsibilities and Grievances
- 3.7.1. Occupants of AHEC-controlled facilities are required to:
- Keep thermostats, vents, and registers clear from obstructions.
 - Keep windows closed.
 - Closing shades and blinds can help retain warmer temperatures in the winter evening hours and maintain cooler temperature during the day in summer periods.
- 3.7.2. If a space is outside of the temperature range specified within this policy, affected occupants may contact AHEC Facilities Services (303-556-3260, facilitiescustomerservice@ahec.edu) with a request to perform the following:
- Measure room temperatures with digital thermometers.
 - Make every reasonable effort to correct the temperature if found out of the expected range.

- The goal of AHEC Facilities Services is to respond to all requests within 2 hours.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: May 21, 2025

Approved by: /s/ Kate Barton
Chairperson of the Auraria Board