

St. Lawrence University Space Heater and Air Conditioner Policy

St. Lawrence University has the goal of maintaining occupied building spaces at a minimum of 68 degrees when heating and 74 degrees when cooling. The exception to this is during periods of setback*. Occasional issues with heating and cooling infrastructure may cause deviation from these temperatures. When such a situation arises it is the responsibility of the users of the space to report the heating or cooling issue directly to the central heating plant by calling 229-5205.

The heating plant should make all decisions about use of space heaters and air conditioners on campus. Employees and students should **always** report heating and cooling issues to the central heating plant instead of taking action into their own hands.

Heating:

During times of equipment malfunction supplemental heating, in the form of space heaters, may be necessary to maintain comfortable temperatures. All space heaters in use on campus should be approved and supplied by facilities operations for the following reasons:

- Improperly installed and operating space heaters can be a safety hazard
- While space heaters have a role to play in proper conditioning of occupancy space, they are less energy efficient than properly maintaining our intended building heating system

Cooling:

During times of extreme heat supplemental cooling may be necessary. While building occupants are welcome to bring their own fans, personal window air conditioning units are not allowed. All air conditioning units in use on campus should be approved and supplied by facilities operations for the following reasons:

- Improperly installed, sized and operating window air conditioners can be a safety hazard
- While air conditioning has a role to play in proper conditioning of occupancy space, window air conditioning units are less energy efficient than properly maintaining our intended building cooling systems

If unapproved space heaters or window air conditioners are found the employee or student will be asked once to remove the item and the situation evaluated for the need of such a unit. If the same person is found with the unit a second time it will be confiscated.

It is the responsibility of all university employees to help maintain a safe and environmentally sustainable campus.

*When not occupied academic buildings are setback to 60 degrees and residential life buildings are setback to 60 degrees from 11pm to 6am.