

Heating & Cooling Policy

MCLA recognizes the numerous and increasingly important benefits of energy conservation. Energy costs have risen dramatically in the past few years and will most likely continue to do so. In addition to saving financial resources energy conservation is crucial in our efforts to reduce air and water pollution, global warming, dependence on foreign energy supplies and to conserve our natural resources for future generations.

Energy used for heating and cooling is largely dependent upon the indoor temperatures that we maintain. This Heating and Cooling Policy is necessary to define standards that balance responsible stewardship, with the need for comfortable living, learning and working environments. The policy adopted by MCLA is consistent with industry standards and the practices of our peer colleges.

HEATING & COOLING POLICY

The heating season normally runs from October 1 to April 30, or as dictated by the weather. The daytime heating set-point for academic and administrative buildings is 68 degrees and 70 degrees for residential buildings. The nighttime heating set-point for academic and administrative buildings is 60 degrees and 65 degrees for residential buildings.

The cooling season runs approximately from May 15 to September 15, depending upon the weather. The cooling set-point is 76 degrees.

Academic Buildings: Academic buildings are considered occupied Monday-Saturday.

- Daytime hours are 7am to 6pm.
- Nighttime hours are 6pm to 7am.

Administrative Buildings: Administrative buildings are considered occupied Monday-Friday. The buildings will be set to the nighttime set-point on weekends and holidays.

- Daytime hours are 7am to 6pm.
- Nighttime hours are 6pm to 7am.

Residential Buildings: Residential buildings are considered occupied every day.

- Daytime hours are 6am to 11pm.
- Nighttime hours are 11pm to 6am.

Freel Library: The Library is considered occupied every day.

- Daytime hours are Monday-Friday 6am to 10pm.
- Nighttime hours are Monday-Friday 10pm to 6am
- Daytime hours are Saturday and Sunday 7am to 10pm
- Nighttime hours are Saturday and Sunday 10pm to 7am.

Exceptions to the Heating and Cooling Policy

We recognize that there are areas and designated times when exceptions to the policy are in the best interest of The College. Some examples of areas that may reasonably be excepted include computer equipment rooms, archives, animal and scientific experiment labs, etc. Special events, held after daytime heating hours may require that temperatures be temporarily adjusted. All requests for exceptions should be submitted to the Facilities Office at extension 5099 or 5259. Exceptions shall not be granted for personal convenience or for gatherings or meetings that could be scheduled during daytime heating hours, or held in a location that already has extended heating hours.

Electric Space Heaters

Personal electric space heaters are only to be used with the prior approval of the Facilities Department. Electric resistance heaters are costly, can create overloads on the building electric service and pose a significant risk of fire. Electric heaters will only be approved after Facilities has had the opportunity to evaluate the area and heating system, and determines that the existing system is not capable of consistently maintaining within two degrees of the established heating set-point temperature. Facilities will only approve high-efficiency radiant heaters approved by Underwriters Laboratory. Please contact the Facilities Office if you wish to have an area evaluated for the use of an electric space heater.

Window Air Conditioning Units

All new window air conditioning units must be approved by Facilities and be Energy Star compliant. All units should be turned off at the end of the work day.