1. Preamble

1.1 Purpose

This policy establishes appropriate human thermal comfort standards for existing and new buildings to ensure that UNSW staff work in spaces that are compliant with statutory requirements, environmentally considerate, technically appropriate, energy efficient, and cost effective.

The policy and accompanying procedure outline a standard and consistent method of evaluation, application and approvals to resolve thermal comfort issues.

1.2 Background

There is a wide range of thermal accommodation conditions for people across UNSW buildings, and air-conditioning is installed in less than half of these spaces. On-going building development and air-conditioning installations in response to changing comfort expectations continue to impose considerable strain on the University’s electrical infrastructure.

Application of this policy will mean that most existing air-conditioned areas will be adjusted to operate within a particular temperature band and other areas may qualify for passive and/or mechanical solutions.

2. Scope

This policy applies across the University, except for animal houses, research laboratories, computer server rooms, and any others areas which have been explicitly exempted on the grounds of a need for strict control of the environment within a defined space. See section 7.4 of the Thermal Comfort procedure for the exemption process.

3. Definitions

**Air conditioning** means a system or item of equipment that treats air in buildings to assure temperature, humidity, dustlessness and air movement at levels most conducive to personal comfort, manufacturing processes or preservation of items stored.

**Consultation** means the activities and process of discussing issues of concern with stakeholders in order to find solutions.

**Design temperature** means the temperature that the passive or active system is designed to deliver.

**FM** means the Facilities Management department of the University of New South Wales.
**Natural ventilation** means the supply and removal of air by means of purpose-provided apertures such as windows, ventilators and shafts, using the natural forces of wind and temperature/pressure differentials.

**Space occupier** means an individual person and their associated School, Faculty, Divisional Unit, Centre, University organization or tenant or any other person or organisation who occupies UNSW owned assets.

**Stakeholder** means an individual person, School, Faculty, Department, Division, Centre or other related UNSW entity who has an interest in the issue under consideration.

**Treatment** means action taken to achieve a level of thermal comfort consistent with the standards set out in this policy.

4. **Policy Statement**

4.1 Any space where people work will require a formal evaluation to determine if it qualifies for treatment under the terms of this policy. The evaluation process is outlined in the Thermal Comfort Review and Evaluation procedure.

4.2 Evaluations will be conducted and authorised by FM or a consultant duly authorised for the same purpose.

4.3 Evaluations will include appropriate consultation with affected occupants.

4.4 If an initial evaluation recommends that treatment is justified, FM will devise appropriate solutions (passive or mechanical) to meet the thermal comfort standard set out in this policy.

4.5 Preference will be given, where possible, to ventilating spaces using natural ventilation principles, in accordance with Australian Standard 1668.2, 2002.

4.6 Failure to achieve the thermal comfort benchmarks by non-mechanical means is a prerequisite for the possible approval of installation of air conditioning.

4.7 Where passive design and/or other non-mechanical energy efficient retrofits are not likely to meet the target temperature range, appropriate air conditioning may be provided in priority order as funds permit.

4.8 A space occupier’s capacity to fund air-conditioning does not confer the right to install air conditioning.

4.9 Justification for air-conditioning is not automatic for spaces which a formal evaluation determines to be outside the thermal control standards set out in this policy.
4.10 FM is authorised to remove any air conditioner, air-conditioning system and/or heating device which is installed and/or used by a space occupier and which is not compliant with this policy, including any that may have been installed or used prior to the initial authorisation of this policy.

4.11 Portable air-conditioners and personal heaters are subject to this policy.

4.12 UNSW will give preference to natural ventilation solutions in new buildings and major refurbishments.

4.13 Thermal comfort standards apply to existing buildings, all new buildings, refurbishments, and new air-conditioning installations from the date of the adoption of this policy.

4.14 The thermal comfort standards to be used in all air-conditioning units and systems in all non-exempted spaces are:

- **Minimum (Winter design temperature):** 19
- **Maximum (Summer design temperature):** 26

4.15 All air-conditioning units must be fitted with an energy saving push-button timing device to ensure that the unit will only operate for a limited time when persons are not in the location.

5. **Legal & Policy Framework**

- *Energy and Utilities Administration Act 1987 (NSW)—‘the Act’*
- *Energy and Savings Order 2005 (NSW)—‘the Order’*
- Energy Savings Action Plan prepared by UNSW in accordance with the Act and the Order.

6. **Implementation**

The UNSW Energy Manager is responsible for the implementation of this policy.

6.1 **Support and Advice**

UNSW Energy Manager
Ph: 938 53873

6.2 **Procedures**

- Thermal Comfort: Evaluation & Review Procedure

6.3 **Communication Strategy**

The communication plan for this policy is attached.

7. **Evaluation**

The UNSW Energy Manager is responsible for the review of this policy.

7.1 **Review of Thermal comfort standards**

- **7.1.1** Thermal comfort standards are reviewed along with this policy every twelve months.
- **7.1.2** Stakeholders will be consulted as a part of the annual review.
- **7.1.3** A timeframe for the submission of alternatives and/or feedback is communicated to stakeholders.
## Appendix A: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Chief Operating Officer</td>
<td>13 August 2007</td>
<td>13 August 2007</td>
<td></td>
</tr>
</tbody>
</table>

## Appendix B: Communication Plan

**Date:** 22/05/2007  
**Contact Name(s):** UNSW Energy Manager, Facilities Management

<table>
<thead>
<tr>
<th>Action</th>
<th>Communication Channel</th>
<th>Responsibility</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following approval the policy will be sent to the Policy Management Unit (PMU) for inclusion in the Policy@UNSW website.</td>
<td>Email</td>
<td>Manager, Campus Services</td>
<td>Once approved</td>
</tr>
<tr>
<td>PMU to launch a webpage and attached PDF file, and ensure that the new/amended policy is linked to all related policy.</td>
<td>Website</td>
<td>Policy Officer, PMU</td>
<td>1 day</td>
</tr>
<tr>
<td>Email new policy to all Client Facilities Managers (CFMs) and Supervisors with clear instructions regarding further dissemination and application (and timeframe expectations) signed off by the Director, Facilities Management.</td>
<td>Email</td>
<td>Energy Manager</td>
<td>Policy launch</td>
</tr>
<tr>
<td>Liaise with the Media &amp; Communications office to arrange an article in the newspaper for staff: news@UNSW.</td>
<td>Online Publication</td>
<td>Energy Manager / PMU</td>
<td>Within 2 weeks of approval</td>
</tr>
<tr>
<td>Arrange for a notice and link to the policy in myUNSW</td>
<td>Article - intranet</td>
<td>Energy Manager / PMU</td>
<td>Within 2 weeks</td>
</tr>
<tr>
<td>Identify key staff impact groups, implement specific strategies to address their queries and explain the policy. (Seminars, circulation of additional materials as required, Frequently Answered Questions information)</td>
<td>Email &amp; Presentations for all staff</td>
<td>Energy Manager and CFM’s. Energy Manager to sign off “road map” with CFM’s to communicate this policy to space occupiers.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Identify training opportunities and provide solutions.</td>
<td>Presentation / seminars</td>
<td>Energy Manager, with in-house training resources.</td>
<td>As required.</td>
</tr>
<tr>
<td>Gather feedback. This can be done by email, however, where none is provided, feedback should be solicited in order to obtain a measure of acceptance of policy.</td>
<td>Email / Phone records</td>
<td>Energy Manager</td>
<td>Within a month of policy launch, then ongoing monitoring.</td>
</tr>
<tr>
<td>Allow a reasonable timeframe for the policy to be read and make a series of follow up contacts with staff to ascertain acceptance of the policy and/or anticipate difficulties.</td>
<td>Email / Phone records</td>
<td>Energy Manager</td>
<td>Within two months of policy launch. Provide feedback to FM Senior Management.</td>
</tr>
</tbody>
</table>