



## ***ADMINISTRATIVE UPDATE***

**FROM:** Connie S. Webb  
Vice President for Administration

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**TO:** The Campus Community

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**SUBJECT:** New Temperature Policy

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ESF has established a temperature policy to guide heating and cooling temperatures for occupied space: 68°F for heating and 76°F for cooling. Cooling set-points only apply where air conditioning is available.

**Heating:**

If a deviation from the 68°F standard is requested for a specific or area for an operational need, or if Physical Plant is unable to maintain the 68 degree setting, modifications will be attempted in an effort to maintain the proper temperature. In order to reach energy reduction goals, electric heaters will be the last option considered.

**Cooling:**

If an area wishes to add air conditioning or portable coolers, a needs justification must be prepared and submitted to Physical Plant. The request will be reviewed by the College administration to determine if the unit is necessary, appropriate, and financially feasible.