



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

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| Number | 706 |
| Responsible Department | Public Works |
| Established/Effective Date | March 1, 2013 |
| Latest Revision Date | January 15, 2023 |
| Next Review & Reauthorization Date | January 15, 2025 |

SUBJECT: Thermal Comfort Standards Policy

1. **Policy:** To regulate thermal comfort service levels in city owned buildings, the associated work requirements, and associated energy expenses of the Maintenance Operations division of Public Works Department and non-departmental utility budget.
2. **Authority:** City Charter Section 401, AR 702, and Resolution 2011-25 (Energy Action Plan)
3. **Application:** This policy applies to all departments in conjunction with the Maintenance Operations division of Public Works.
4. **Definitions:**
 - 4.1. **ANSI/ASHRAE standard 55-2010:** The Environmental Conditions for Human Occupancy – determines appropriate thermal comfort temperatures based on the industry standard of satisfying 80% of occupants.
 - 4.1.1. Variables used to determine the temperature ranges are: operative temperature, humidity, clothing levels, metabolic rate (activity), air speed and radiant temperatures.
 - 4.1.2. ASHRAE has developed a graphical representation for typical occupancies for a set metabolic rate and clothing level. This standard range is between 70 degrees and 76 degrees F for normally clothed occupants.
 - 4.2. **HVAC** – Heating, ventilating and air conditioning
 - 4.3. **Design Day** - All HVAC systems are designed around a specific design day. The City's cooling systems are designed to maintain comfortable indoor temperatures based on a 90 degree F design day. Weather records show that there are relatively few (average <10-15) per year that exceed this temperature in which the HVAC systems are unable to maintain set temperatures and the temperatures will drift upward until the evening hours when outside air temperatures cool down and the systems can re-establish the set points.
 - 4.4. **Setpoint** – The setting the HVAC system is instructed to maintain.
 - 4.5. **Deadband** – A controls term that sets limits adjacent to a setpoint at which a control system will take action. A deadband extends the life of the buildings systems by



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reducing the number of starts and stops for a piece of equipment thereby extending the life of the equipment and preserving the city's reserves.

4.6. OAT – Outside air temperature

5. Policy:

- 5.1. The City of Huntington Beach establishes that building temperature setpoints shall not be set above 72 degrees F (heating season – October 1 through May 31) or cooled below 72 degrees F (cooling season – June 1 through September 30). These setpoints have a 2 degree deadband that reduces excess wear and tear on mechanical equipment and maintains the City's long-term financial sustainability.
- 5.2. The range of acceptable heating temperature ranges are:
 - October 1 through May 31 - 72 degrees F to 76 degrees F
 - June 1 through September 30 – 70 degrees F to 76 degrees F
- 5.3. Personal space heaters and personal refrigerators are not allowed.
- 5.4. Facilities Service requests for hot or cold temperature calls must include sustained (>30 minutes) temperatures outside of the acceptable range described in this policy.

6. Procedures:

- 6.1. **Departmental Staff Occupying a Facility:** When occupants feel that the thermal comfort is not maintained in an appropriate range in an occupied facility, the on-site departmental staff shall submit a service request as defined in AR 702 Building Maintenance Work Priorities Section 7.3.
- 6.2. **Renters Occupying a Facility:** Hot/cold complaints by room renters shall be first submitted to the department staff providing oversight of the room rental.
 - 6.2.1. Department staff shall verify any extraordinary condition and submit a service request as needed.
 - 6.2.2. Staff responsible for room rentals shall disclose to the City's thermal comfort policy to the renting party.
 - 6.2.3. Staff responsible for room rentals shall disclose to the renting party that some City facilities are limited to heating only and not equipped with the cooling capabilities.
- 6.3. **Public Works Response:** Public Works Building Maintenance team shall respond to facilities service requests within 48 hours and report to the occupant the action taken.
 - 6.3.1. Public Works Building Maintenance will analyze service request forms on an annual basis to improve the thermal comfort in City facilities as budgets permit.
 - 6.3.2. No action will be taken by Public Works Building Maintenance for service requests where the temperature readings are within the range described in this policy.



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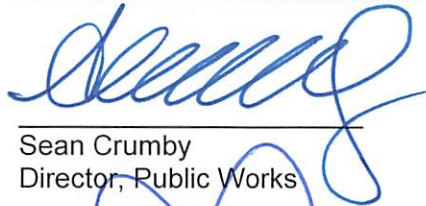
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6.3.3. Exceptions: For spaces that require lower temperatures, including but not limited to electrical and mechanical rooms, or libraries and recreational facilities and other spaces with specific temperature needs, a uniform temperature in a facility may be neither attainable, nor desirable. The goal shall to be ensure that all spaces are set to the seasonal target temperatures and that all spaces fall within the established temperature range. All exceptions must be approved by the Director of Public Works.

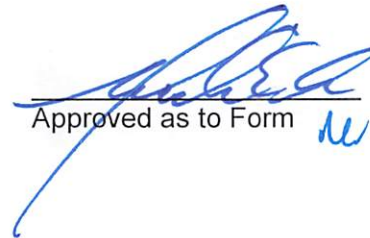
Distribution:

All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



Sean Crumby
Director, Public Works



Approved as to Form *W*



Al Zelinka
City Manager

Review Schedule

| REVIEW DATE | DEPT. HEAD INITIAL | CITY MANAGER SIGNATURE |
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