



ENGINEERING & UTILITIES

Policy & Procedure #6

TITLE **ESTABLISHING AND MAINTAINING A COMFORTABLE TEMPERATURE RANGE DURING FAU EVENTS**

OBJECTIVE AND PURPOSE To provide a guideline to help maintain a comfortable environment within FAU facilities during sports events, graduations, tests and other indoor events.

RESPONSIBILITY **ACTION**

USER ◆ In lieu of publishing a schedule to the E&U Control Room; Identify time, date, expected attendance and facility that will be in use to the FAU Engineering & Utilities Department by faxing the information to **561-297-1012** at least 1-week prior to the event.

OFFICE MANAGER/DESIGNEE ◆ Distribute information to the Control Room and Lead Technician by e-mail or copy of fax within 2-working days of receipt.

LEAD TECHNICIAN/DESIGN EE ◆ Post information, lead times and the required lead and operating temperatures to Technician's and Operators Outlook Calendars; setting the appropriate reminders

CONTROL ROOM OPERATOR ◆ Email user confirming the time and place of the event. Include the Operator's contact number to allow for any changes or issues.

USER ◆ Preserve building integrity by maintaining closure of all doors and hatches during the pre-cooling of the space.

CONTROL ROOM OPERATOR/HVAC TECHNICIAN ◆ Depending on the expected attendance, lead the function by between one and four hours by cooling/heating the area to between 68 and 72 Degrees F.

DURING THE EVENT

USER ◆ Maintain building/room integrity by assuring that doors and hatches remain closed during the event

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APPROVED:	Vice President	Associate V.P.	Director

**CONTROL ROOM
OPERATOR/HVAC
TECHNICIAN**

- As the event begins, visit the space and take air temperature and humidity measurements in the occupied areas. The intension is to maintain a 72 Degree F ambient temperature in the occupied areas. (Laser instruments are not to be used)
- Revisit the space at least once every hour or during each tour of the campus, whichever is lesser. Take temperature and humidity readings and adjust the HVAC/EMS system as needed to maintain comfort.
- Seek out the FAU end user and verify that the temperatures are acceptable at the beginning and during the event.
- Log each tour of the facility in the Operator's Log by recording the date and times of each tour as well as the temperatures and humidity's that were recorded and the FAU end-user that verified that the environment was acceptable.

POST EVENT

- Return the facility to its standard and usual temperatures 1-hour after the event ends unless otherwise indicated by occupancy.

REFERENCE:

ATTACHMENTS: