This guide provides information about control of temperature and lighting in this [insert room type].

Room type [Open Plan Office, Small Office, Seminar Room, Lab etc]

If you have a question or need assistance please contact the Building Manager at [contact email or number].

# Winter heating

[Describe the heating source, controls and emitters in laypersons terms. Also describe any measures to save energy e.g. interconnects with opening windows, advice not to put furniture in front of radiators, setting back of temperature at night etc.]

Thermostats are set to control the temperature in winter at between 19 & 21°C within core working hours in accordance with University of Cambridge policy. We encourage heating not be wasted when spaces are empty, heating is therefore on timer controls that are managed centrally. Timings can be adjusted by contacting the Building Manager (please note adjustments will take a few days to implement and must be agreed with all users).

# Ventilation

[If there is mechanical ventilation or automated window or roof cowl actuators describe set points for carbon dioxide and temperature, and also whether they are used to promote night cooling of thermal mass.

Describe what may cause automated windows to close e.g. rain sensing, wind sensing, retention of ‘coolth’ etc

Describe any over-ride of automatic systems and how long the over-ride lasts.

If there is a night cooling strategy via secure ventilation panels describe this in simple terms. Eg. In hot summer weather you are encouraged to leave the vent panels next to the windows open at night to allow heat to dissipate.]

# Summer operation

[for a naturally ventilated space with night cooling text might read: “Mechanical cooling systems are very energy hungry and utilise potentially polluting refrigerants. This room has therefore been designed to be kept cool through natural ventilation. Concrete surfaces have been left exposed to help soak up heat in summer and in hot weather air will be flushed through spaces at night in order to cool the structure.

Computer simulation suggests that for a typical occupancy density of [xx] people internal temperatures should not exceed 28ºC for more than a few hours each year. It is recognised that above 25ºC increasing numbers of people can feel uncomfortable. In very hot weather the University encourages members to consider adapting their hours of work, excluding sun using blinds, making use of local desk fans, and relocating away from direct sunlight. Also please check to see whether it is possible to turn off any unnecessary electrical equipment and lighting to minimise heat being emitted within the room”.]

[**or** if space contains processes that require mechanical cooling then text should describe the summer and winter set-points – we expect summer set point to be higher for energy efficiency and to reduce uncomfortable contrast with the external temperature]

# Lighting

For a room with switched lights: Please only turn on the lights when necessary. Lights account for a significant portion of the University’s energy costs and carbon emissions. Please switch off when leaving or when daylight is sufficient and encourage others to do the same.

For a room with presence detection: Passive Infra Red (PIR) presence detectors mounted at ceiling level are set to turn off the lights on automatically when they sense movement. The lights will go off again if no movement has been detected for [insert setting e.g. five] minutes. Software allows the length of time delay to be adjusted and detector sensitivity can also be adjusted if they are not picking up that a space is occupied. If a change to these settings would be beneficial then please contact the Building Manager (please note adjustments will take a few days to implement and must be agreed with other users of the room).

For a room with absence detection: Please only turn on the lights when necessary. Lights account for a significant portion of the University’s energy costs and carbon emissions. Please switch off when leaving or when daylight is sufficient and encourage others to do the same. To reduce the risk of lights being left on overnight Passive Infra Red (PIR) presence detectors mounted at ceiling level are set to turn off the lights off automatically when no movement has been detected for [insert setting e.g. five] minutes. Software allows the length of time delay to be adjusted and detector sensitivity can also be adjusted if they are not picking up that a space is occupied. If a change to these settings would be beneficial then please contact the Building Manager (please note adjustments will take a few days to implement and must be agreed with other users of the room).

[Also describe if lights have daylight sensing and any other controls such as dimming or zonal control.

NB: in some cases presence detectors in the room may be there in order to stop adjacent corridor lights going off and do not control the room lights themselves ]