

No. 4

Administrative Policy: Heating Ventilation and Air Conditioning

1. **Purpose:** Provide stable, reliable heating and cooling for the town hall occupants through cost controls, formal communication and written documentation of service calls. Establishing parameters for climate control will help reduce energy costs for heating or cooling the building.
2. **General:** This policy is further divided into two sections that discuss communications and Thermostat limits.

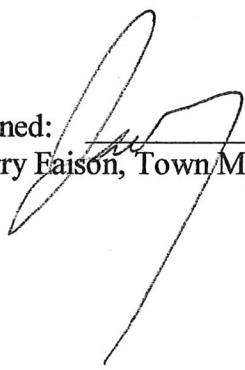
A. SYSTEM SERVICE. Should the HVAC system require service, or an interruption in heating or cooling is noted by staff, a request for service will be forwarded to the Planning and Code Enforcement Supervisor and/or Town Manager, (e.g. POC). These individuals will handle all contact and interaction with the service provider, (*Carteret Heating and Cooling*). The service provider is expected to provide a written service order with the POC's upon completion of work.

THERMOSTATS. There are two basic seasons for which the town's climate controls will be adjusted to accommodate personnel comfort, these are winter and summer.

A. Winter - Heating. During the winter months of October thru March. The thermostats will be limited from heating room temperatures above **72 degrees**.

B. Summer - Cooling. During the summer months of April through September. The thermostats will be limited from cooling room temperatures below **76 degrees**.

C. Adjustments and refinements to these parameters may be directed by the Manager.

Signed: 
Larry Faison, Town Manager

Effective Date: February 13, 2003