

May 1, 2008
Michigan State University Policy
Requests for Extended Heating, Ventilation, and Cooling (HVAC) Run Times

Physical Plant is the unit that implements the requests for extending HVAC operation in buildings on campus. All requests will be logged with the requestor's name, department affiliation/position, phone number, date and time and location of activity, number of people associated with the activity, and the **reason/purpose for extension**. Under all circumstances, requests should be sent in as a service request, see www.pp.msu.edu and click on "Download Service Request", the department is Maintenance Services-HVAC. Physical Plant Building Services phone number is 353-1760 for questions. Billing will occur for incurred cost where appropriate.

In keeping with the Environmental Stewardship goals data monitoring the additional run-time requests for Tier III and IV will include the additional energy use including kwh costs to the general fund and CO2 emissions calculations on a semester basis. This information will be shared with the Vice President for Finance and Operations and the Provost.

Tier I- Physical Plant Central Control Approval:

These requests are single time requests, amounting to 4 or fewer hours additional run time on a single system. These requests should be submitted by service request, see www.pp.msu.edu and click on "Download Service Request".

Additional conditions: Four or more similar requests by the person/department within a 6 month period will automatically elevate the request to a Tier II request. Denial of a request, for any reason, may be appealed to a Tier II level.

Tier II – Physical Plant Supervisor Approval/Appeal:

These requests are temporary in nature, amounting to 16 or fewer total hours of additional run time and include any elevated Tier I requests and appeals. These requests should be submitted by service request, www.pp.msu.edu and click on "Download Service Request".

Additional conditions: Two or more similar requests by the person/department within a 6 month period will automatically elevate the request to a Tier III request. Denial of a request, for any reason, may be appealed to a Tier III level.

Tier III - Physical Plant Service Manager Approval/Appeal

These are temporary in nature, but may be in affect for extended periods lasting less than 15 weeks and will include any elevated Tier II requests and appeals. These requests require advance notice submitted in writing and need to allow adequate time to process and evaluate. An energy estimate will be performed. Department head or Dean approval is required. Service requests will be directed to the Physical Plant Director of Building Services, see www.pp.msu.edu and click on "Download Service Request". The energy estimate will be provided to the requestor.

Additional conditions: Two or more similar requests by the person/department within a 12 month period will automatically elevate the request to a Tier IV request. Denial of a request, for any reason, may be appealed to a Tier IV level.

Tier IV - Assistant Vice President for Physical Plant Approval/Appeal

These include all permanent changes as well as any elevated Tier III requests and appeals. These requests require advance notice, allow a minimum of two weeks for adequate time to process and evaluate. An energy estimate will be performed. E-mail or letter of approval from the Department head or Dean is required along with the service request. Requesting department may be required to secure additional utility funding. Service requests will be directed to the Physical Plant Director of Building Services with a copy to Assistant V.P. for Physical Plant, see www.pp.msu.edu and click on "Download Service Request". The energy request will be provided to the requestor. *All tier IV requests shall be reviewed yearly for re-evaluation of conditions by the Vice President for Finance and Operations and the Provost.*

Final Appeal: Denial of a request, for any reason, may be appealed to the Vice President for Finance & Operations and the Provost.