

Kern County Administrative Office

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ADMINISTRATIVE BULLETIN NO. 36

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SUBJECT: HEATING/VENTILATION AND AIR CONDITIONING MANAGEMENT PRACTICES

Below are the Board-approved policies related to HVAC management practices for facilities that the County either controls, operates, or owns. The policies mirror the most current California Department of General Services Energy Management Policy. Exemptions to the policies may be granted for regulatory requirements and special service and equipment needs, e.g. medical facilities and mainframe computers. Requests for an exemption will be evaluated on a case-by-case basis and either approved or denied by the Assistant County Administrative Officer for General Services.

Building Temperatures

Interior air will not be mechanically heated above 68 degrees in the winter nor mechanically cooled below 78 degrees in the summer. It is noted that thermostats do not reflect the facilities actual air temperature, but provide a "set point" to attain the desired air temperature. Employees should consider dressing in anticipation of decreasing or increasing facility temperatures. Only General Services' personnel are authorized to adjust thermostats. Calls for service may be chargeable if unauthorized manipulation of a thermostat is detected.

Building temperatures will be allowed to fluctuate within an acceptable range to avoid wasteful over-control patterns. This range may vary depending on each building's construction characteristics and control system. Simultaneous or alternate heating and cooling operations to maintain an exact temperature in a work area must be avoided.

Windows and Doors

Windows and doors are to be kept closed to prevent conditioned air loss. Window blinds or coverings should be adjusted to prevent solar heat gain during summer months and prevent heat loss in winter months.

Personal Heating and Cooling Devices

Use of personal heaters is prohibited without the express written consent of the General Services Division Manager or the Assistant County Administrative Officer for General Services. Personal fans not larger than 12 inches in diameter are permitted.

General Services' Responsibilities

The Facilities Maintenance Unit will inspect and maintain ducts, air filters, and related hardware to maximize effectiveness at the lowest acceptable power use. The unit will also tune forced- and induced-draft gas-fired boilers and verify combustion efficiency at least twice annually.

Questions on this policy should be directed to the General Services Division.