

HEATING AND AIR CONDITIONING:

3211

(Sept 1999)

- Except for special conditions, such as electronic data facilities which require rigid temperature control, do not heat buildings above 68 degrees F nor cool below 78 degrees F.
- Thermostats should not be manipulated to maintain a specific temperature in work areas.
- All air conditioning equipment and fans should be shut off on weekends, holidays, and for varying periods at night, except in areas of 24-hour operations or where temperature control is critical.
- Air conditioning must provide a minimum of 10 cubic feet per minute of outside air for ventilation.
- Keep windows in all buildings closed and secure to prevent the loss of conditioned air.
- State offices do not allow the use of portable electric heaters and fans.

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