Room Temperature Waiver Request

School Name: ______________________________________________ Date: _____________

Room number/type and temperature requested:____________________________________

☐ Have you checked your room thermostat to remove everything blocking air flow, such as; computers, fans, heaters, bookcases, or posters?

☐ Compare your temperature with the District standards.
   a. If your room is not meeting the heating/cooling set points during normal school hours, please notify your Custodial Engineer to have it fixed.
   b. If he or she reports that your room cannot reach temperature standards, check the box.

☐ Check here if there is a medical or disability related reason for the temperature waiver. If so, please forward this form to Sue Means in Human Resources at suemail@seattleschools.org, 206-252-0020. She will contact you to discuss your options for an accommodation under the Americans with Disabilities Act.

Reason for requesting temperature different from heating and/or cooling standards.
(Use additional page if necessary):

Principal Name and Signature:___________________________________________________________

Teacher/Staff Name and Signature: _____________________________________________________

Send to SPS Facility Operations, MS 23-365, P.O. Box 34165, Seattle WA 98124 or email SPSCongreening@seattleschools.org

Superintendent Procedure Natural Resources Conservation 6810SP

1) Heating, Cooling, and Ventilation (HVAC) & Mechanical Equipment
   a) Normal operating schedule for mechanical heating, cooling and ventilation (HVAC)
      i) Monday – Friday HVAC schedules are based on staff contract work times and school start/end times.
      ii) After school, HVAC is provided for academic and District scheduled events only.
      iii) HVAC systems shall not heat or cool during non-school hours, during school breaks and holidays, and in unoccupied areas unless it is necessary for freeze or equipment protection.
      iv) Exceptions to the HVAC operating schedule may be made for events outside of the normal operating hours through the District building rentals system. Rental fees may apply.
      v) Fan cooling is allowed during occupied times.
      vi) For heating, cooling or fans after hours, a building use permit is required.
   b) HVAC set points during scheduled occupied periods – these set points mean that actual temperatures may be within +/- 2 degrees
      i) Classroom and office area set points are 68 degrees heating. Where available, 76 degrees mechanical cooling, 74 degrees economizer cooling.
      ii) Lunchroom and auditorium set points are 65 degrees heating. Where available, 76 degrees mechanical cooling, 74 degrees economizer cooling.
      iii) Gym and hallway set points are 62 degrees heating. Cooling is not commonly provided.
      iv) Temperature settings in classrooms with motion sensor integrated HVAC should have heating set points reduced by 3 degrees and cooling set points increased 3 degrees during the normal operating schedule when the room
becomes unoccupied. The motion sensor will turn the system back to occupied temperatures when a person enters the room.

v) Exceptions to the HVAC set points are made for those with special needs as noted in their 504 documents.