



## 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 [sumeans@seattleschools.org](mailto:sumeans@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 [SPSGoingGreener@seattleschools.org](mailto:SPSGoingGreener@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.