

**National Business Center
Division of Facilities Management Services
Branch of Building Operations**

**Guidelines for Requesting Supplemental Air-Conditioning and Heating
in the Main and South Interior Buildings**

1. Occupant requests for supplemental heating, ventilation, or air-conditioning (HVAC) for their offices usually fall into one of three basic categories; accommodation for health reasons, an occupant's frequent need to work beyond the time the heating or cooling equipment is turned off (6:00 p.m.) or on weekends, or an inability of the building central-HVAC equipment to achieve and/or maintain an acceptable temperature and humidity. During the heating season, the temperature should be between 68° Fahrenheit and 74° Fahrenheit without humidification of air. During the cooling season, the temperature should be between 73° Fahrenheit and 79° Fahrenheit with relative humidity between 30 and 60 percent. The following guidelines may be helpful to occupants of the Main and South Interior Buildings requesting supplemental HVAC for any of these reasons. Please note that the Building Manager's Office provides all utility services (i.e., electricity, steam, natural gas) during normal business hours and must collect full reimbursement for all costs associated with the use of utility services during other-than-normal business hours.

2. The building operating hours in the Main and South Interior Buildings are weekdays from 7:00 a.m. through 6:00 p.m., excluding federal holidays. During these hours in the heating or cooling season, we strive to keep office temperatures between the ranges listed in paragraph 1, above. During the spring and fall when outdoor temperatures may vary from 40° Fahrenheit in the morning to afternoon high temperatures in the high 60s to low 70s, we strive to maintain the same temperatures, but often find it difficult to do so because we cannot run both the heating system and the cooling system on the same day.

3. Requests for supplemental heating or cooling must be in writing (an e-mail is acceptable) and should be forwarded to the Building Manager's Office, mail stop 1210-MIB (or e-mailed to FACILS@nbc.gov). As a minimum, each request must include:
 - a. Requestor information (e.g., name, organization, phone number, e-mail address, etc.).

 - b. Administrative point of contact information (e.g., name, organization, phone number, e-mail address, etc.).

 - c. Nature of request, justification, and how long will it be needed.

 - d. For requests based on medical accommodation for an employee or requests based on the hours worked (i.e., during other-than-normal business hours), there must be an acknowledgment that the requesting bureau or office will be responsible for all costs associated with:

- (1) The purchase and installation of the equipment;
- (2) Operating, maintaining, repairing, and/or replacing the equipment;
- (3) Removal of the supplemental heating or cooling equipment and component systems when no longer warranted, desired, or if the person moves;
- (4) Restoring the room to the condition that existed before the equipment was installed.

e. Acknowledgment that the equipment will be operated safely and only during the hours and/or under the conditions stated in the request.

f. The Building Manager's Office will provide written (or e-mail) acknowledgment of receipt of each request to the administrative contact within two workdays, and the following process will begin, as applicable:

(1) Category 1: Occupant Work Hours. Requests based on occupant work hours (i.e., frequently during other-than-normal business hours) will be reviewed and forwarded to the Building Manager for approval.

(a) If approved, the requestor will be asked to provide a funding document; for the purchase and installation of the equipment and for costs associated with its operation.

(b) If the request is not approved, the requestor will be notified in writing or via e-mail within two days of the decision.

(c) Equipment approved for Category 1 use will be installed in a manner that precludes its use when the building central HVAC system is in operation.

(2) Category 2: Special Health or Medical Requirements of the Occupant. Requests forwarded to the Building Manager's Office for supplemental HVAC under Category 2 should not include personal information on the occupant. For Category 2 requests, the employee for whom the request is made must make an appointment to be seen in the Health Center, room 7045-MIB (202-208-7057), and be interviewed by the occupational-health nurse or physician.

(a) The occupational-health nurse or physician will require supporting documentation from the occupant's personal physician. The supporting documentation must include a complete diagnosis and recommended temperature range.

(b) The occupational-health nurse or physician is responsible for approving (or denying) requests for supplemental HVAC that are based on the medical requirements of the occupant. The occupational-health nurse and/or physician will provide the Building Manager's Office with written approval or disapproval, the name and room number of the individual, the

time period required, and the recommended temperature range.

(c) An assessment of the space will be made by the Building Manager's Office to document existing conditions and determine what will be required to meet the medical accommodation. To ensure proper accommodation, this assessment may include the NBC Industrial Hygienist and/or the occupational-health nurse or physician.

(d) If the Category 2 request is approved, the requestor will be contacted and asked to provide funding documents, as described previously. Also, will be able to use the equipment only during normal business hours.

(3) Category 3: A building or HVAC Problem. Category 3 offices are those in which our ability to meet target temperatures in the occupant's office is impeded or restricted due to a mechanical or air-flow problem. Category 3 requests are checked to ensure there is no other reasonable course for corrective action, temperatures are monitored and recorded for one week, and—when action to correct the problem has not proven beneficial, —approval will be given. All costs for reimbursement outlined in paragraph 3(d), above, do not apply.

4. Please direct any pertinent questions to the Building Manager's Office on (202) 208-7560.