

2011 Cooling Season

In the spring and fall, outdoor temperatures can change rapidly from hot to cold – even within the confines of a single day. At Buildings & Grounds, we refer to this as the ‘shoulder season’, and it represents a very challenging time of year in terms of maintaining comfortable interior space temperatures. The mechanical systems in most of our campus facilities are not able to react to rapid changes from heating to cooling (and vice versa). Therefore, we attempt to use the outside temperature to our advantage as much as possible, and to provide limited heating and cooling to buildings during these time periods.

One shoulder season is in October and November, when it is generally too cool outside to air condition spaces, but too warm to heat interior spaces. As soon as the outdoor temperatures are forecasted to become consistently cold enough to necessitate heating, the buildings are switched from cooling mode to heating mode.

The other shoulder season is in April and May; when it is generally too warm outside to heat spaces, but too cool to air condition spaces. As soon as the outdoor temperatures are forecasted to become consistently warm enough to necessitate air conditioning, the buildings are switched from heating mode to cooling mode.

Since the weather is fickle, and varies from year to year, we ask for the cooperation of the campus community during the shoulder seasons. There is a schedule for making the change from cooling to heating – and vice versa – as issued by the City of New York, Division of Energy management, and we do our best to keep everyone as comfortable as possible working within these guidelines.

With this in mind, interior temperatures will be maintained at approximately **78 degrees** during normal occupied hours (and 85 degrees for non-occupied hours) during the cooling season between **May 29th** and **September 23rd**. The Office of Buildings & Grounds will endeavor to ensure that all air conditioned spaces are as close to the operating set point of **78 degrees** as possible. This means room temperatures may be in the **76 - 80 degree** range. Please note that some buildings are difficult to control due to the age and/ or design of the mechanical systems, and therefore some spaces may be more than a few degrees warmer than the target.

Tips for dealing with the Shoulder Season:

Tip #1 Keep a sweater in the office and dress in layers when possible.

Tip #2: Close your windows tightly. If you open your window during a warm afternoon, please close it again prior to leaving. This will keep you comfortable and will reduce the college’s consumption of energy and keep unwanted animals and pests out.

Tip #3: Report doors and windows that are not closing tightly.

The Office of Buildings & Grounds would like to thank the entire community for the cooperation received regarding these matters. Truly, it is the Queens College community’s cooperation and understanding of these issues which will allow us to be successful in matching our words with our actions as we continue to excel in the arena of sustainability. Again, if you have any questions and/ or concerns, please feel free to contact our Senior Engineers, Mr. Jim Pickel or Mr. Charles McNerney at **X73520**.

Respectfully yours,

Sidney A. Grimes, Jr.