

## GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL

<b>Indoor Air Temperature Policy</b>	<b>NUMBER</b>	<b>PAGE:</b> 1 of 1
	<b>EFFECTIVE DATE:</b>	<b>July 26, 2010</b>
	<b>APPROVED:</b>	<b>July 21, 2010</b>

### WINTER MONTHS

#### **A. Introduction**

The Library Board is committed to providing a comfortable, safe and clean environment for patrons and library employees. The Library's temperature controls are set to achieve a median temperature of 68°F. Due to wind conditions and sunlight temperature variations of 2°F are considered normal.

#### **B. Environmental Conditions**

NYS Building Code section PM602.4 requires that indoor work spaces shall be supplied with heat from September 15th to May 31st and maintain a minimum temperature of 65°F when spaces are occupied.

#### **C. Procedures**

If a public service area of the Library can not be maintained at a temperature of two degrees below the state standards or less than 64°F for at least two hours the Library will close. The staff will be reassigned to work in non-public areas, where office doors can be closed and portable heaters can effectively supplement the indoor air temperature.

To help conserve energy, building temperature may be reduced from the normal operating set points during expected non-occupied hours, as long as temperature is restored during operating hours.

### SUMMER MONTHS

#### **A. Introduction**

The Library Board is committed to providing a comfortable, safe and clean environment for patrons and library employees. The Library's temperature controls are set to achieve a median temperature of 72°F. Due to wind conditions and sunlight temperature variations of 2°F are considered normal.

#### **B. Procedures**

If a public service area of the Library cannot be maintained at a temperature of 82°F or less for at least three hours the Library will close. The staff will be reassigned to work in non-public areas, where portable fans can effectively supplement the indoor air temperature.

The procedures for indoor air temperatures during the summer months are effective Monday, July 26, 2010.

Approved by the Library Board of Trustees on July 21, 2010.

*This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.*