



Thermostat Settings Policy

Approved 11/8/2005

Revised 10/11/2016

To maintain reasonable comfort and decrease energy expenditures, the Bullitt County Public Library has established the following standards for comfortable heating and cooling settings while Library buildings are occupied. Thermostat settings for air conditioning, when required, are to be 74 degrees Fahrenheit, while thermostat settings for heating, when required, are to be 70 degrees Fahrenheit. Exceptions to these guidelines must be approved by the administration.

When buildings are unoccupied, the temperature setting for air conditioning will be adjusted to 78 degrees Fahrenheit and to 65 degrees Fahrenheit for heating. Employees working in the building outside of normal hours are encouraged to use the building occupation override controls to change the settings back to occupied settings for the duration they are inside the building.

Space heaters may be used to heat small spaces with the approval of the administration. All space heaters used must be approved for fire safety, as classified by the National Fire Protection Association. No liquid fueled space heaters (e.g., kerosene heaters) shall be used. Some electric space heaters also pose an unacceptable fire hazard. All space heaters must meet the following four specifications: Heaters must (1) be UL approved, (2) have elements that are protected from contact, (3) be tilt-proof (when tilted over, heater goes off), and (4) be thermostat-controlled.

The issue of energy efficiency is also important; electric space heaters are a very costly means of heating. To determine if a space heater is necessary in order for the room to meet the temperate guidelines please consult the library administration. We will consult with the maintenance department to verify that the central heating system is incapable of meeting comfort requirements.

Heating and cooling are not allowed simultaneously in the same space for the sole purpose of achieving comfort.