



Facilities and Services

MSC 3545

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DATE: **October 11, 2017**

TO: **Las Cruces Campus Faculty and Staff**

FROM: **Patrick Chavez, Director Utilities and Plant Operations**

SUBJECT: **Building Occupancy Schedules and Temperature Set Points**

Facilities and Services would like to remind everyone at the New Mexico State University Las Cruces campus of our temperature set-point standard.

With respect to heating and cooling systems, NMSU buildings fall into three general categories: those buildings with thermostats and systems that are controlled remotely; building systems with local temperature control and remote system start/stop capability; and building systems with local control only.

Occupied mode temperature settings for buildings that allow for remote temperature control will be 76° F for cooling and 70° F for heating. Occupancy times are an established practice developed through discussion with faculty and staff to minimize the impact on academic and research programs.

Unoccupied mode temperature settings are 85° F for cooling and 60° F for heating. *Unoccupied* is generally defined as all other times, i.e., nights and weekends. Buildings with manual thermostats will be set at 76° F for the summer months and 70° F for the winter months. Thermostats may have a temperature variation of plus or minus two degrees.

Facilities and Services requests your assistance in identifying areas with special needs, such as server rooms, lab experiments, and night classes, and we need your help in maximizing the unoccupied times while minimizing the impact to programs. If you have an area that requires a deviation from these set-points or operational times, please email the Director of Utilities Pat Chavez at pchavez@nmsu.edu or Executive Director of Operations Tim Dobson at tdobson@nmsu.edu.

We would like to point out that many areas have multiple rooms controlled by single thermostats. In those cases, the thermostat will be set to maintain temperatures within the guidelines in all rooms. For example, the summer setting for these locations will be such that

each individual room will have temperatures maintained within the standard.

Our staff estimates that these measures can reduce NMSU emissions up to 800 metric tons of CO₂e annually (carbon dioxide equivalent) thus meeting our promise as a signatory of the American College and University Presidents' Climate Commitment.

Should a special event arise, please create a work order at the Facilities and Services website <http://facilities.nmsu.edu/> or email ask-ofs@nmsu.edu.

You can make a difference by taking the lead for conservation in your area and educating others about the need to turn off lights, copiers, and other equipment when not in use. As a special note, most computers on campus are set to receive updates at night and should be left *on*, although the monitors should be turned *off*.

Space heaters should not be used as a means of routine temperature control. If the space temperature in your area is not properly regulated, please notify the Facility and Services Work Order desk to request necessary repairs and/or adjustments.

We appreciate everyone's support in this time of tight budgets and we encourage you to keep up with the campus sustainability accomplishments by frequently visiting:

<http://sustainability.nmsu.edu/>.

Sincerely,

A handwritten signature in blue ink that reads "Patrick Chavez". The signature is fluid and cursive, with a large loop at the end of the last name.

Patrick Chavez
Director Utilities and Plant Operations