



## Facility Management Victoria Pty Ltd Thermal Comfort Policy

Facility Management (Victoria) is committed to providing a comfortable work environment for all employees; this includes ensuring that the temperature at the workplace is comfortable to the best of their ability.

### Procedure

It is the responsibility of the employee to report any fault directly to either the Facility Manager or person responsible who must attempt to rectify the problem.

Steps that should be taken:

- Reporting faulty / inadequate ventilation and air conditioning systems to Facilities.
- Any space where people work will require a formal evaluation to determine if it qualifies for treatment under the terms of this policy.
- Evaluations will be conducted and authorised by the Facility Manager.
- Evaluations will include appropriate consultation with affected occupants.
- Preference will be given where possible to ventilating spaces using natural ventilation principles, in accordance with Australian Standard 1668.2, 2002.
- Where passive design and/or other non-mechanical energy efficient retrofits are not likely to meet the target temperature range, appropriate air conditioning may be provided in priority order as funds permit and approved by the Owners Corporation.
- Portable air-conditioners and personal heaters are subject to this policy.
- Thermal comfort standards apply to existing buildings, new buildings, refurbishments and new air-conditioning installations from the date of the adoption of this policy.
- The thermal comfort standards to be used in all air-conditioning units and systems is all non-exempted spaces are:
  - **Minimum (Winter design temperature) 19**
  - **Maximum (Summer design temperature) 26**
- All air-conditioning units must be fitted with an energy saving push-button timing device to ensure that the unit will only operate for a limited time when persons are not in the location.

### Roles and Responsibilities

The Facility Manager is responsible for the implementation and review of this policy.