

Temporary Supplementary Heating Policy

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Approval Authority	Executive Director - People Culture and Campus
Contact Officer	Energy and Carbon Manager, Facilities Management – People, Culture and Campus

Introduction

This document outlines the University's policy and guidelines, developed to ensure that an appropriate level of heating is achieved and maintained in the workplace and to identify which variety of supplementary heating may be necessary and suitable. It has been formulated to provide specific guidance to enable a review of the need for and use of portable electric heating on University premises, based upon the operation of the building central heating system and Health & Safety issues. Equally, guidance has also been provided in response to the need to significantly reduce energy use, 'carbon footprint' and the financial cost to the University, and to move further toward a sustainable teaching and research environment.

Definitions

Temporary Supplementary Heater – must be a University supplied portable electrical heating appliance, deemed 'fit for purpose'; i.e., that it is Portable Appliance Tested, within 'test date' (check details on Test tag/label) and visually free from physical defects in terms of the heater body, its control switches, the mains cable and plug-top.

Acceptable heaters are of types 2 and 3 below, with a high temperature safety cut-out and the following general features: thermostatic control, timeclock control (optional), and 1 kW or maximum 2.4 kW output rating.

- Type 1 Permanently fixed electric convector (not considered for the purposes of this policy document as this would form part of a permanent installation).
- Type 2 Electric portable fan heater fitted with appropriate safety cut outs.
- Type 3 Electric convector heater fitted with appropriate safety cut outs (oil column heaters recommended).

Workplace Heating Season Temperature criteria – the University has adopted the following criteria during the heating season (late March to mid-November) in common with NZ and International best-practice guidance:

- Acceptable Heating Temperatures – this range of temperatures, dependent upon variety of heating, should provide satisfactory comfort conditions, whilst maintaining energy efficiency and reducing environmental impact: 18°C - 23°C.
- Acceptable Minimum Temperature – where a substantial proportion of the work carried out in a room, or workspace, does not involve concentrated or intense physical activity, a temperature of less than 16°C, after the first hour of occupation is not considered reasonable.

Policy Statement

Prior to the installation of a University supplied temporary supplementary heater, a 'situation based assessment' will be conducted of effective heating provision in the area considered to be insufficiently heated. This request should be made via a 'BEIMS remote' or by telephone to Engineering Services, depending upon the nature and severity of the under-heating problem.

An Engineering Services assessor will attend, review the area considered to be under-heated and, if required, coordinate remedial work to the associated building heating system.

Where the existing building heating system cannot provide an acceptable level of heat (see above 'Acceptable Heating Temperatures'), then supplementary heating will be provided based upon consideration of the following:

1. The ambient internal temperature of the problem area, relative to 'acceptable heating temperatures' and 'acceptable minimum temperature' detailed above.
2. The particular prevailing weather circumstances, and if extreme, the likelihood and frequency of reoccurrence. (Best-practice heating system design avoids over-sizing plant and equipment that would deal with every anticipated external low ambient temperature condition, so it is to be expected that from time to time the system will be unable to maintain minimum temperature set-points).
3. The current heating system and building fabric performance and whether supplementary heating should be a longer, or shorter, term solution. Wherever possible, long-term provision of temporary supplementary heating should be avoided by the installation of long-term, cost effective solutions or passive energy efficiency measures to the building envelope by means of: insulation and double-glazing.
4. Supplementary heaters will be provided by Engineering Services, for areas where the heating system is under performing, or where necessary and appropriate, to provide for minimal ad-hoc use outside of the normal operating hours of the building heating system.
5. Supplementary electric heaters are not a permanent heating solution; their issue may be time-based, whereby a Department or person will be expected to return the unit on completion of a prescribed period to Engineering Services.

Notes:

- a. To manage and maintain personal comfort, building users on campus are respectfully reminded that a commensurate and relative level of clothing is the responsibility of the individual. It is not possible to provide environmental temperature conditions to suit all because of factors such as the varying New Zealand climate, a single heating control temperature, the age of the person, the level of activity and differing perceptions of human comfort.
- b. To ensure that the University can maintain the safe use of temporary supplementary heater assets:
 - Upon issue from Engineering Services, supplementary electric heaters will have been Portable Appliance Tested to ensure electrical safety in use.
 - Each supplementary electric heater unit will be identified/tagged with an in-test Portable Appliance test label/tag stating date of retest.
 - The Department issued with the supplementary electric heater is, from that point onwards, responsible for the asset and subsequent provision of the Portable Appliance Test, either employing a suitably competent electrical testing company or competent person to carry out appliance testing.
 - Engineering Services reserve the right to assess and withdraw from service:
 - Electric heaters that are not issued by the University;
 - Electric heaters that are 'out of test', and/or are not compliant with the requirements of Types 2 or 3 (see above Definitions).
 - Radiant type electric heaters must not be used and will be immediately withdrawn as their operation presents a high fire risk.

Related Documents and Information

Legislation

- [Electricity \(Safety\) Regulations 2010 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)

UC Website and Intranet

- [Electrical Safety \(University Health and Safety website\)](#)

External

- [AS/NZS 3000:2007 Electrical Installations \(Standards New Zealand website\)](#)
- [AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment \(Appliance Tagging Services \(ATS\) website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document into new template.	Policy Unit	Sep 2013
1.01	Document review date pushed out.	Policy Unit	Feb 2014
1.02	Review date pushed out.	Policy Unit	Sep 2014
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This policy remains in force until it is updated.