

# **Office of Facilities Management – Macquarie University:**

## **Air Conditioning General Policy**

No Division, Department, Office or other occupant of University facilities will act in respect of air-conditioning systems other than in accordance with the policies and procedures set out herein. This includes the purchase of units by or through external sources.

Air-conditioning requirements for all capital works projects will be considered during the design phase of the project and appropriate air-conditioning systems installed during construction for the functions to be carried out in the new facility.

From time to time existing buildings will require the installation of supplemental air-conditioning system to meet the requirements of changing uses in specific areas of a building. These requirements for new air-conditioning will be considered on an individual basis and an appropriate system identified for installation to meet the requirements.

Window mounted room air-conditioners, commonly called RACs, will no longer be considered as a solution for room temperature control. It is intended to phase out all existing RACs on campus as they reach the end of their economic life.

Note 1: Existing window units are to be removed when they reach the end of their service life. When a unit fails, the Office of Facilities Management will determine whether or not the unit has reached the end of its service life. (ie. beyond economic repair). If the unit is not to be repaired, the Office of Facilities Management will have the unit removed and the building fabric made good at School/Office expense. Where a continuing requirement for supplemental air conditioning is justified, one of the methods set out in this policy will be used to replace the window unit.

Four methods will be considered for the provision of supplemental air-conditioning:

1. New central plant systems
2. Extension of existing central plant systems
3. Split systems (units with remotely located condensers)
4. Free standing units (replaces window units)

Divisions, Departments and Offices should seek advice from the Office of Facilities Management as to existing services prior to selecting locations for the installation of heating/ cooling equipment.

Upon completion of the installation of new central plant system, extension of an existing central plant system or a split system, the new equipment will become University building plant. Free standing units will remain School/Office equipment items.

## **Supplemental Air Conditioning**

Installation of supplemental air-conditioning systems in existing buildings will be accomplished using one of the four types of systems listed under "General".

1. Approval is required by the Deputy Vice-Chancellor (Administration) or his designated representative, prior to the purchase and installation or alteration of any air-conditioning system to serve areas not previously air conditioned. Approval will be given in instances where there is a prima facie case for the control of temperature and/or humidity, to provide internal environments appropriate for effective machine operation, experimental animal occupation and controlled environment research areas. Such cases must include evidence as to why the selected equipment requires a controlled temperature and/or humidity environment and that there is not a suitable alternative equipment available that does not require such an environment. If at any time the special conditions upon which the approval was granted no longer applies to an area, the system(s) may be decommissioned or removed at the direction of the Office of Facilities Management and the building fabric reinstated at the expense of the Divisions, Departments and Offices.
2. Special cases for personal comfort control in areas which have excessively high temperatures over extended periods will be considered on an individual basis.
3. All costs incurred from the purchase, installation, relocation and removal of supplemental air-conditioning systems will be charged to the Division, Department or Office in whose assigned accommodation such equipment is installed. Costs will include the reinstatement of the building fabric if a unit is relocated or removed. (This includes unserviceable units).
4. The maintenance (includes all associated costs) of all free standing units is the responsibility of Schools and Offices. This service is normally provided through a service contract with the supplier. ALL other types of installations in non self funding areas will be maintained by the Office of Facilities Management at no charge. Note: Filter maintenance for free standing units is also a responsibility of the School or Office. Instructions as to appropriate procedures are provided by the manufacturer.
5. An annual contribution towards the power costs associated with free standing units will be debited against an account nominated by the unit owner from January 1997.
6. All free standing units will be fitted with an energy management timing device. The cost of this device will be the responsibility of the requisitioner if it is not built into the unit.

## **Procedures**

1. Service agreements for free standing units should be entered into by the School/Office through the manufacturer's agent. The Office of Facilities Management may assist in the establishment of service contracts upon request.
2. Service requests for the maintenance of systems, other than free standing units, may be directed to the Office of Facilities Management.
3. Requests for the installation of systems complying with the above policy endorsed by the Head of Division, Department or Office, should be directed in the first instance on a service request to the Office of Facilities Management.

Requests should be supported by a statement justifying both the need and the expenditure involved.

4. The Office of Facilities Management will provide advice to the Division, Department or Office wishing to install a new or replacement system in respect of:
  - the selection of a system conforming with this policy which is likely to best meet the requirements of the case in question.
  - an estimate of the costs of purchasing and installing the system.
  - the most appropriate procedures for the maintenance of the system.
5. The Office of Facilities Management will provide the following services:
  - arrangements for the purchase of systems
  - arrangements for, and supervision of, the installation of systems
  - arrangements for supervision of building work or alterations to services arising directly from the installation or removal of any systems.

Approved : Acting Pro Vice-Chancellor (Administration) March 1996