

## **Control of heating and cooling system**

In all public areas the heating and cooling is controlled automatically to maintain comfortable room temperatures. These are adjustable but are initially set at:

Winter: 21°C minimum

Summer: 25°C maximum or at least 2°C below the outside temperature when above hotter than 27°C

The majority of heating and cooling is by radiant effect from the concrete ceilings which have pipework embedded in them. Radiant effect heating or cooling often means you can be comfortable at a wider range of air temperatures than with other forms of heating and cooling.

In office and working areas there are thermostats with set point adjusters. These allow the room set point to be adjusted up or down by 2°C to reflect local preferences.

In meeting rooms and certain offices, extra cooling is available from local fan coil units. These can be brought on by pressing the "COOLING ON/OFF" button. This brings on the cooling for a pre-set period of one hour.

## **Control of ventilation system**

The majority of the building is naturally ventilated by automatic windows. These are in the upper part of window. In office and working areas there are also windows that can be opened manually.

The automatic windows are controlled by CO2 sensors to keep the air fresh, and by temperature sensors to avoid over cooling the rooms during winter and to help cool the rooms in summer.

The windows can be over-ridden by users using the switch. This has been set up so that each push of the switch opens the window by 10%. A single push of the close button will then close the window all the way.

**N.B. The windows will revert to automatic control after 1 hour and if it rains or in high winds**

## **Mechanical Ventilation**

Certain internal rooms and the ground floor offices next to the Butts (a noisy street) are mechanically ventilated. This is controlled automatically to keep the air fresh and uses heat exchangers to recover heat from extract air.