

FSC Seasonal HVAC Changeover (Heating and Cooling)

POLICY PURPOSE

This policy establishes standardized procedures for the seasonal transition between heating and cooling systems in campus facilities. The intent is to ensure occupant comfort, maintain operational efficiency, protect mechanical systems, and support institutional sustainability goals.

PERSONS AFFECTED

Faculty, Staff, Students, Third Parties

POLICY STATEMENT

Farmingdale State College operates most campus facilities using centralized HVAC systems that require seasonal changeover between heating and cooling modes. This policy supports the College's commitment to energy efficiency and environmental stewardship. HVAC operations shall align with industry best practices. Due to system design and operational constraints, buildings will operate in only one mode at a time unless otherwise equipped.

All HVAC changeover decisions shall be made by the Facilities Operations Department based on established environmental criteria, weather forecasts, and system capabilities.

This applies to all buildings maintained by Farmingdale State College:

- Academic buildings
- Administrative offices
- Residence halls
- Student support facilities

Seasonal changeover requires manual system adjustments and may take several days to complete across campus. Frequent switching between heating and cooling modes is not feasible and may damage mechanical systems, increase energy consumption, and reduce equipment lifespan.

Residence halls may receive priority consideration due to continuous occupancy. Adjustments may be made within system limitations to support student comfort during transitional periods.

The Facilities Operations Department will be responsible for:

- Monitoring weather conditions and system performance
- Determining and implementing HVAC changeover

- Providing advance notice of seasonal HVAC changeover through official campus communication channels, including campus-wide email notifications and the Facilities Operations website.
- Responding to service requests and exceptions

The Campus community is responsible for:

- Submitting a [work order](#) to report comfort issues (hot or cold).
- Adhere to policy guidelines and expectations

PROCEDURES

A. Heating to Cooling (Spring)

Facilities Operations will initiate cooling mode when:

- Outdoor daytime temperatures exceed 65°F–70°F for a minimum of five (5) consecutive days, and
- Overnight temperatures remain above 50°F, and
- Weather forecasts indicate sustained warming conditions.

The typical implementation period is between late April through early May. During the cooling season temperature ranges shall be maintained between 72°F–76°F where system capabilities allow.

B. Cooling to Heating

Facilities Operations will initiate heating mode when:

- Outdoor daytime temperatures fall below 60°F–65°F for a minimum of five (5) consecutive days, and
- Overnight temperatures fall below 50°F, and
- Weather forecasts indicate sustained cooling conditions.

The typical implementation period is between late September through mid-October. During the heating season temperature ranges shall be maintained between 68°F–72°F.

C. Requests for temporary heating or cooling outside the designated system mode must be submitted to the Facilities Operations Department. Requests will be evaluated based on:

- Health and safety considerations
- Academic or operational necessity
- Feasibility within existing system constraints

Approval is not guaranteed and is subject to resource availability.

DEFINITIONS

HVAC Changeover - the process of transitioning a building's mechanical system between heating mode and cooling mode.

Two-Pipe System - a centralized HVAC system that provides either heating or cooling at a given time, but not both simultaneously.

Setpoint - the target indoor temperature established for heating or cooling operation.

RELATED DOCUMENTS

RESPONSIBLE OFFICE

Facilities Operations

POLICY HISTORY

Date of Approval: April 15, 2026