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POLICY: III: 04—Facilities Inspection during Sub-Freezing Weather  
Procedure Review: Annually

DATED: October 1999  
UPDATED: October 2024

APPROVED: Executive Director of Facilities and Construction: \_\_\_\_\_



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I. PURPOSE

To ensure the indoor temperatures of university facilities are maintained at a level that minimizes the likelihood of damage to equipment and/or property by sub-freezing weather conditions. In addition, to assure occupied areas will maintain or reach the proper temperature levels by the scheduled occupancy times during sub-freezing weather conditions.

II. DEFINITIONS

- A. BAS - Building Automation System
- B. Equipment - Heating, cooling, plumbing, fire suppression systems or other mechanical type equipment or components that may be damaged by freezing temperatures.
- C. Freeze Alert - Actual or forecast weather temperature of 20° or lower for 12 or more consecutive hours.

III. RESPONSIBILITIES

- A. Associate Director of Operations - Responsible for implementation of this procedure.
- B. Mechanical Trades Senior Manager - Responsible to determine if weather conditions or a forecast of conditions necessitate implementation of these procedures and for communicating the details of this procedure to employees involved.
- C. Employees - Responsible to monitor the building automation system (BAS) and physically inspect, if necessary, equipment and/or areas. Additionally, to adjust and otherwise temporarily modify equipment to withstand sub-freezing temperatures.

IV. PROCEDURE

- A. In the event weather temperatures of 20° or lower are encountered or forecasted for 12 or more consecutive hours, the Mechanical Trades Senior Manager will declare a freeze alert and notify the appropriate FM employees.
- B. The Mechanical Trades Senior Manager may consider other weather factors in determining if a freeze alert is necessary.

- C. During normal working hours the BAS staff will alert the appropriate trade(s) if building areas or equipment are in need of attention.
- D. After normal working hours and temperatures below 20° for a 12-hour period, the BAS staff will be responsible to monitor the building automation system for off/normal temperature alarms and to take necessary action to ensure equipment and/or property is protected. This action includes making any necessary adjustments to building systems and/or contacting HVAC technicians to make system modifications and periodically inspect equipment and/or building areas.
- E. In the event weather temperatures of below 20° are encountered or forecasted for 48 or more consecutive hours and buildings are unoccupied, (due to weekends, holidays, etc.) the following steps shall be taken:
  - 1. A designated employee shall check the BAS at a designated time prior to scheduled occupancy to ensure equipment is operating and occupied areas will reach or have reached their normal temperatures.
  - 2. Should the buildings be unoccupied for more than a 48-hour period, scheduled building checks shall take place until occupancy or a rise in temperature above 20°.