



Durham
University

Estates and Facilities Directorate

Inspiring the extraordinary

Energy Management Plan



Energy Management Plan

1. Introduction	1
2. Purpose and Objectives	1
2.4. Strategic Objectives.....	1
3. Governance of Energy Management.....	2
4. University Estate Overview	3
4.3. Challenges and Opportunities.....	3
5. Monitoring and Reporting	3
6. Communication & Behaviour	4
7. Role of Heads of Department and College Principals	5
8. Energy Procurement	6
8.2. Current and Evolving Approach	6
8.3. Zero carbon commitment to energy procurement	6
9. Low-Carbon and Renewable Energy Integration	6
9.2. New-Build Requirements	6
9.3. Refurbishment and Plant Replacement	6
9.4. Existing Buildings	7
9.5. New Equipment	7
9.6. Salix Funding.....	7
9.7. Ring-Fenced Carbon Budget	7
9.8. Evaluation Criteria	7
9.9. Energy Monitoring and Upgrades	8
9.10. Commitment to Investment.....	8
10. Legislative compliance	8
10.1. Display Energy Certificate (DEC).....	8
10.2. Air Conditioning Inspections (TM44).....	8
11. Building Operation.....	9
11.4. Standard Internal Space Temperatures	9
11.5. Heating season	10
11.6. Occupancy times	10
11.7. Christmas Vacation Periods.....	11
11.8. Radiator Temperature Differences	11
11.9. Portable electric heaters	12
11.10. Air Conditioning/Comfort Cooling.....	12
11.11. Out-of-Hours Heating and Cooling.....	12
11.12. Personal Comfort.....	13

11.13. General Considerations by building users	13
12. Sustainability and Energy Efficiency in Building Design.....	13
13. Environmental Assessment Standards	13
14. Review	14

Version	Date	Revisions	Author	Approved
v0.1	Dec. 2025	Initial draft plan	P Hammond	n/a
V0.2	Feb. 2025	Incorporation of comments from draft	P. Hammond	n/a
V0.3	June 26	Approved	P. Hammond	ECPSC June 26



Energy Management Plan

1. Introduction

- 1.1. Durham University recognises its responsibility as a major energy user and is working to help tackle climate change and reduce emissions across three areas of scope: Scope 1 (direct greenhouse gas emissions i.e. fossil fuels); Scope 2 (indirect emissions from the generation of purchased electricity); Scope 3 (all other indirect emissions that occur from activities of an organisation are excluded from this plan).
- 1.2. Scope 1 carbon emissions from fossil fuels are a significant contributor to global warming; therefore, effective energy management and improvements in energy efficiency are essential to reduce environmental impact and control energy costs.
- 1.3. To demonstrate our commitment, the Estates and Facilities Directorate (E&FD) has developed this Energy Management Plan (EMP). This plan supports the objectives outlined in the Carbon Management Plan (CMP) and sets out a framework for implementing a wide range of energy-efficiency measures across the University estate.
- 1.4. By adopting an integrated approach, the University aims to broaden responsibility for energy conservation across all stakeholders. This collective effort is critical to achieving significant reductions in energy consumption and contributing to the University's sustainability goals.

2. Purpose and Objectives

- 2.1. The aim of the EMP is to support the University to meet its commitments in our Sustainability Ambition Statement, including our goal to reach Net Zero by 2035.
- 2.2. The EMP underpins the University's Environmental Policy and Strategic Plan by providing a coherent management framework focused on key strategic objectives to reduce energy consumption, associated carbon emissions and costs.
- 2.3. The University is committed to responsible energy management and achieving, or exceeding, best practice standards in energy efficiency for higher education institutions.

2.4. Strategic Objectives

- Economic and Sustainable Procurement: purchase fuel at the most economic cost while ensuring security of supply through the most sustainable methods possible.
- Onsite Generation: explore opportunities for onsite electricity generation i.e., Solar PV.
- Cost-Effective Energy Use: utilise energy in the most cost-effective manner across all operations.
- Pollution Reduction: reduce pollution levels caused by energy use.
- Design and Modern Controls: develop plans to reduce energy demand and consumption through good design and modern controls in new buildings and refurbishment programmes.

- Heating Control: control heating temperatures and operating periods in each building consistent with its pattern of use, aligned with approved University-wide criteria.
- Fabric Improvement: reduce heat loss and lower energy consumption via a fabric first approach, improving U value to walls, windows and roofs, via modern insulation methods and construction.
- Awareness and Engagement: frequent increased awareness of energy issues among staff and students.
- Promoting Energy Responsible Behaviour: Encouraging staff and students to implement behaviours to reduce energy usage across the estate such as:
 - Install visible energy dashboards in building lobbies.
 - Provide weekly/monthly usage reports to departments.
 - Use traffic-light indicators in labs or apartments showing consumption levels.
- Governance and Review: the EMP will be reviewed regularly by E&FD, who is responsible for delivering energy-efficient management of University buildings.
- Communication: communication and engagement on energy efficiency, procurement and generation will be led by the Greenspace (Sustainability) team and will be aligned with wider carbon management initiatives and promotional activities.

3. Governance of Energy Management

- 3.1. Durham University's governance of energy management sits within its wider Greenspace Movement and Environmental Sustainability framework, and is delivered primarily through the Estates & Facilities Directorate (E&F) with strong oversight from the Environmental Sustainability Strategic Planning Group (ESSPG).
- 3.2. Operational Energy Governance within Estates & Facilities
 - 3.2.1. Energy management is delivered by the Energy and Sustainability Team, part of Estates & Facilities.
- 3.3. Roles & Responsibilities
 - 3.3.1. Head of Engineering Maintenance
 - Oversee mechanical & electrical systems to ensure efficient, compliant operation
 - Work closely with the Energy Manager and BMS team to optimise building performance, resolve inefficiencies, support metering/BMS improvements
 - Provide engineering technical input to ESSPG
 - Ensure maintenance standards support the Energy Management Policy (e.g., efficient plant operation)
 - 3.3.2. Engineering & Maintenance Teams
 - Deliver corrective and planned maintenance to maintain energy performance
 - Support energy audits and implement findings
 - Collaborate on capital projects to embed high energy performance standards

3.3.3. Energy & Sustainability Team

- Lead energy strategy, data, analytics, and compliance
- Develop conservation initiatives
- Produce formal returns (HESA, internal KPIs)

3.3.4. Greenspace Movement

- Drives University-wide behavioural change
- Manages Environment Champions scheme, communications, and engagement with staff/students

4. University Estate Overview

4.1. The University's estate spans two main sites:

- **Durham City:** a geographically fragmented property base with buildings spread across the city centre and outskirts, presenting challenges for effective energy management.
- **Queen's Campus, Stockton:** a relatively modern, consolidated site with contemporary construction.

4.2. The estate comprises of circa 370+ buildings, with construction ranging from 1076 A.D. to the present day, including:

- World Heritage Site properties: Durham Castle and buildings around Palace Green.
- Scheduled Ancient Monuments: three properties.
- Listed Buildings: four Grade I and 79 Grade II properties.
- Conservation Area: 60 properties within Durham City's conservation zone.
- Approximately 17% of the estate is over 150 years old.

4.3. Challenges and Opportunities

4.3.1. Fragmentation of the Durham estate creates barriers to efficient energy management.

Historic and listed buildings require sensitive approaches to sustainability improvements.

4.3.2. A significant portion of the estate, constructed in the 1960s and 1970s, with systems and infrastructure approaching end of life.

4.3.3. Rationalisation of the estate offers opportunities to dispose of, or significantly improve, inefficient buildings.

The University aims to maximise the use of retained assets and improve service quality while ensuring resources are utilised in the most cost-effective and energy-efficient manner.

5. Monitoring and Reporting

5.1. To effectively monitor energy consumption across individual buildings, sub-metering has been installed wherever possible to record energy supplied from each fuel source to individual buildings, departments, and colleges. This monitoring informs the way we manage our buildings through:

- Data Collection: half hourly data is collected for significant buildings using automatic meter readings.
 - Analysis and Reporting: data is analysed and quarterly reports issued to departments and colleges.
 - Corrective Action: where energy wastage is identified, investigations are initiated and corrective measures implemented.
- 5.2. This work is supported by wider staff including Security Officers, Housekeeping and Cleaning Services staff, General Services Assistants (GSA), and Residential Services Assistants (RSA). The University's Environment Champions network, comprised of over a hundred members of staff from all directorates, colleges, and departments, also acts as a conduit for reporting inefficient energy use to E&FD teams. Together, these wider colleagues monitor and report energy wastage, such as during out-of-hours periods, ensuring continuous vigilance and accountability.
- 5.3. Other methods of sharing energy monitoring data have been introduced alongside the rollout of *SystemsLink* across all colleges and departments, enabling relevant staff to access energy data for their buildings, supporting greater transparency and accountability. To further encourage involvement and shared ownership of energy usage, additional initiatives will be explored, including the establishment of dedicated forums comprising stakeholder representatives from across the University community.
- 5.4. The Energy Team tracks all Scope 1 and Scope 2 emissions arising from energy usage. These are reported annually in both the University's Annual Report and HESA return. Reporting responsibilities are shared between E&FD's Energy and Sustainability teams.

6. Communication & Behaviour

- 6.1. To reduce energy consumption, it is necessary for the Energy and Sustainability teams to engage with the entire University community, including staff, students, contractors and visitors to drive a cultural change to promote awareness of energy use and behaviours to conserve energy utilisation.
- 6.2. Communication with the University community on energy is led by the Greenspace (Sustainability) team who coordinate communications on energy as well as other sustainability themes. They liaise with energy colleagues and develop and share content, aligned with the University's Sustainability Ambition Statement and CMP, including a number of initiatives and promotions through:
- Groups such as the Environmental Sustainability Strategic Planning Group (ESSPG), University Energy Conservation Working Group (UECWG).
 - Networks including the University-wide Environment Champions with staff members from all departments and colleges as well as the Greenspace Student Engagement Group (GESG) with student representatives from every college.
 - Internal channels such as the Greenspace Newsletter, the E&F newsletter, SharePoint sites, the digital screens on-campus, the My Greenspace app.
 - External channels including the Greenspace website, Facebook page, Instagram account and LinkedIn page.
- 6.3. The team works with a range of internal and external partners to ensure University community members receive communications, including:

- Marketing and Communications.
 - Human Resources and Organisational Development.
 - Student and Academic Services.
 - University colleges.
 - Durham Students' Union.
 - Student societies.
- 6.4. Through providing motivation and improved awareness, staff and students are encouraged to become actively involved in helping to achieve energy efficiency targets and to avoid unnecessary waste.
- 6.5. Promoting Energy Responsible Behaviour: staff and students should implement behaviours to reduce energy usage across the estate such as:
- 6.5.1. Promoting Building and Departmental "Energy Etiquette" guidelines, e.g.:
 - 6.5.2. Shut down PCs at end of day
 - 6.5.3. Minimise use of personal heaters
 - 6.5.4. Use natural light where possible
 - 6.5.5. Report heating/cooling issues quickly
- 6.6. The E&FD helpdesk (0191 3346000) should be contacted to report any building faults that could have a detrimental effect on energy used, where a service level response will be initiated.

7. Role of Heads of Department and College Principals

- 7.1. Heads of Department and College Principals are encouraged to play a critical role in supporting the aims and objectives of the EMP. All Heads of Department and College Principals as well as key staff within departments and colleges such as department / college managers, have been provided with access to the SystemsLink web portal¹. Department Managers / Energy champions should provide encouragement and assistance to staff and students through:
- Publicising energy consumption figures and targets to staff and students.
 - Demonstrating environmentally responsible behaviour in the workplace and adopting good housekeeping practices.
 - Identifying high-energy demand equipment and avoiding wasteful practices, seeking advice from E&FD, where necessary.
 - Considering utility costs in decision-making when purchasing new equipment.
 - Reporting changes in building use or occupancy times to ensure heating, cooling, ventilation and other services are provided efficiently.
 - Reporting building fabric and services faults promptly to the E&FD Helpdesk.
 - Rationalising occupation of accommodation space to maximise utilisation.
 - Nominating a responsible member of staff to act as an Environment Champion.
 - Participating in University Energy Conservation Working Group.

¹ [SystemsLink - Log In](#) SystemsLink is a UK-based energy management software provider that helps organisations monitor, analyse, and reduce their energy and utility consumption.

8. Energy Procurement

- 8.1. The University's energy procurement process is managed by E&FD and is currently arranged through The Energy Consortium (TEC), a not-for-profit organisation that facilitates web-based e-auction energy procurement for over 100 Higher Education institutions across the UK.

8.2. Current and Evolving Approach

- 8.2.1. Historically, the University tendered its energy portfolio on the open market, securing supply agreements for fixed one or two-year periods. Due to significant increases in wholesale energy prices and market volatility, the University has reassessed its energy purchasing and risk management strategies.
- 8.2.2. Alternative procurement methods now allow for price flexibility based on market conditions and risk position and price certainty for budgeting purposes.
- 8.2.3. E&FD will periodically review energy procurement strategies and report findings to the ESSPG.

8.3. Zero carbon commitment to energy procurement

- 8.3.1. The University purchases all electricity from zero-carbon sources under a Zero Carbon for Business tariff. However, distribution via the National Grid still results in reported carbon emissions as per UK Government conversion factors.

9. Low-Carbon and Renewable Energy Integration

- 9.1. As part of its commitment to sustainable development and the University's aim to achieve low-carbon buildings, low-carbon and zero carbon technologies have been installed in several new and existing buildings across the estate. This achievement forms a key component of the University's Sustainability Ambition Statement², as renewable energy sources reduce carbon emissions.

9.2. New-Build Requirements

- 9.2.1. All new-build projects exceeding 1,000 m² will incorporate a minimum of 10% of the total energy demand from renewable or low-carbon sources onsite, in accordance with local planning authority requirements.

9.3. Refurbishment and Plant Replacement

- 9.3.1. Low and Zero carbon technologies will be considered and evaluated in all building refurbishments and plant replacement projects. Integration will occur where cost effective and practicable, forming part of the building architectural and building services design. Such examples will include a fabric first approach, maximise heat recovery and incorporate heat pump technology and on site generation.

² [Ambition statement](#)

- 9.3.2. Replacement / upgrading energy management control systems (BMS) where appropriate shall also be considered.

9.4. Existing Buildings

- 9.4.1. Opportunities to integrate renewable or low-carbon technologies into existing buildings will be explored during refurbishment. Integration of renewable or low-carbon technologies will where cost effective and practicable, form part of the building architectural and building services design.

9.5. New Equipment

- 9.5.1. All new equipment or appliances installed shall meet a minimum energy efficiency rating of C or higher.
- 9.5.2. A range of government initiatives actively support and encourage energy-efficiency measures within the higher education sector, including funding for awareness training, free or subsidised surveys and grant schemes. These opportunities will be actively pursued to maximise benefits for the University.

9.6. Salix Funding

- 9.6.1. Salix delivers funding schemes on behalf of the UK Government, to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce impact on the environment and save money. The funding schemes Salix deliver enable the public sector to reduce carbon emissions in line with the UK Government's commitment to become net zero by 2050. Salix teams, from delivery, finance, to carbon and tech offer a range of expertise designed to help organisations overcome the challenges they face as they deliver their projects.
- 9.6.2. Funding opportunities for Universities are currently unavailable through Salix³. However, information on available funding streams can be found on the Salix website⁴. Should any funding streams open that the University is eligible for, the Energy Management Team will communicate and promote these opportunities.

9.7. Ring-Fenced Carbon Budget

- 9.7.1. The University has a dedicated internal budget which provides funds to University members for sustainability projects which reduce carbon emissions and provide costs savings. Staff and students are invited to submit applications and funding is allocated based on a scoring matrix considering carbon savings per pound invested, replicability, community benefits and payback period.

9.8. Evaluation Criteria

³ Feb 2026

⁴ [Salix Finance - Salixfinance.co.uk](https://salixfinance.co.uk)

9.8.1. E&FD will continue to identify and assess potential energy-efficiency projects in line with these schemes, using the following criteria:

- Payback period based on life-cycle costing.
- Capital and revenue costs.
- Environmental benefits and CO₂ reduction.
- Contribution to reducing backlog maintenance.
- Improvements in overall sustainability.

9.9. Energy Monitoring and Upgrades

9.9.1. Energy monitoring by the Energy Team will highlight poorly performing buildings, enabling targeted resource allocation to investigate high energy use and inform energy-efficiency improvement. Subject to capital funding, E&FD will plan upgrades to building fabric, services and infrastructure to address backlog maintenance and improve energy performance.

9.10. Commitment to Investment

9.10.1. Adequate investment is essential to promote energy efficiency, maintain the estate in good working order, minimise the University's environmental impact and enhance the quality and attractiveness of the campus environment. All Investment opportunities will be fully developed and submitted via ECPSC for approved and funding.

10. Legislative compliance

10.1. Display Energy Certificate (DEC)

10.1.1. A Display Energy Certificate must be obtained and displayed prominently if all of the following apply:

- The building (or part of it) is occupied by a public authority or an institution providing a public service (e.g., local authority offices, schools, libraries, universities, leisure centres, hospitals, etc.).
- The building is frequently visited by the public.
- The building has a total useful floor area greater than 250 m².

10.1.2. DEC's for buildings between 250m²-1,000m² will have a 10-year validity and DEC's for building over 1,000m² have a validity of one year.

10.1.3. DEC's rate the actual or operational energy performance of a building against established benchmarks and take into consideration the ways in which occupants use the building.

10.1.4. The University will provide DEC's for all buildings as above.

10.1.5. All DEC's will be prominently displayed in buildings.

10.2. Air Conditioning Inspections (TM44)

10.2.1. All air conditioning systems will be inspected as per legislation, to ensure energy efficiency. The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 require inspection of all air conditioning systems. Since January 2009, all air conditioning

systems above 250kW must be inspected and, since January 2011, those over 12kW must also be inspected by certified air conditioning inspectors. Lodgement of air conditioning inspection reports became mandatory in April 2012.

11. Building Operation

11.1. Effective and efficient building operation and maintenance systems will be achieved through a constructive partnership between all University staff and students. It is important to note that in many areas, E&FD has limited control on energy consumption; control generally rests with building occupants who must take responsibility for saving energy and switching off equipment. Departments and colleges are responsible for controlling the consumption of energy within their areas insofar as they are able within the physical constraints of buildings and existing systems. It is the responsibility of E&FD to ensure the building fabric and building services affecting the consumption of energy are adequately maintained and operating as efficiently as possible.

11.2. Building users should:

- Take a responsible approach to the building they occupy and the energy consuming services and equipment within these buildings.
- Identify and report opportunities for energy wastage reduction in their work area to their Environment Champion.
- Report faults and energy waste promptly to the relevant member of staff, who in turn reports to the E&FD Helpdesk to initiate a timely response.
- Adopt good housekeeping practices, e.g., switch off equipment and lights when not in use.

11.3. E&FD will:

- Optimise the operation of heating, ventilation and air conditioning equipment and systems to maximise efficiencies and control internal conditions.
- Through the implementation and management of robust inspection and maintenance procedures, ensure buildings and related services continue to function reliably, efficiently and effectively.
- Undertake all necessary statutory inspection and testing procedures.
- Establish and maintain effective communication links for fault and energy waste reporting and feedback on repair progress.
- Respond to all reported faults in a timely and co-ordinated manner.
- Replace defective equipment with the most cost-effective energy efficient solution where practicable.
- Protect the building, equipment and services as a University asset.
- Install metering where possible to allow effective monitoring of energy consumption.

11.4. Standard Internal Space Temperatures

11.4.1. The University is committed to providing reasonable standards of thermal comfort and will heat internal spaces to the temperatures shown below:

Internal Space	Temperature
Offices, lecture theatres, seminar rooms, laboratories	19 (+/-1) °C

Residential areas, bedrooms	19 (+/-1) °C
-----------------------------	--------------

- 11.4.2. Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace. The Approved Code of Practice suggests the minimum temperature in a workplace should normally be at least 16°C. If the work involves rigorous physical effort, the temperature should be at least 13°C.

11.5. Heating season

- 11.5.1. Space heating in the UK is typically required from October to May. Heating systems will operate to maintain the temperatures specified in Section 10.4.1.
- 11.5.2. The designated heating season runs from 1 October to 30 April inclusive. However, during transitional months (May and September), heating will be enabled if internal air temperatures fall below acceptable levels.
- 11.5.3. To optimise energy efficiency, space heating will not be provided when the ambient outside air temperature is 16°C or above.

11.6. Occupancy times

- 11.6.1. Academic and administrative buildings:
- During the heating season, building heating systems will be optimised to maintain an internal space temperature of 19°C during core hours: 08:00 to 17:00, Monday to Friday.
 - Additional heating will be provided in areas with extended occupancy or where specific equipment requires controlled operating temperatures.
 - On weekends and customary/public holidays, heating will be reduced to a minimum level necessary to protect building fabric and services.
- 11.6.2. Colleges:
- During the heating season, when buildings are occupied, heating systems will be optimised to maintain an internal space temperature of 19°C during the following core periods:
 - Monday to Friday:
 - 07:00 – 09:30 hrs
 - 17:00 – 22:00 hrs
 - Weekends:
 - 07:30 – 09:30 hrs
 - 12:30 – 14:00 hrs
 - 17:00 – 22:00 hrs
 - Each college is equipped with an override facility, which may be activated at the discretion of college staff to extend heating beyond core hours. All override usage will be automatically logged, and a monthly report generated.
 - Outside these core periods, or when buildings are unoccupied, heating will be set to the minimum level necessary to protect building fabric and services.

11.6.3. College Office Spaces:

- Heating for college office areas will follow the same pattern as academic and administrative buildings, subject to zoning constraints.

11.7. Christmas Vacation Periods

11.7.1. Department buildings

In departmental buildings, the heating will operate as normal up to and including the final working day in December. Unless specific local arrangements have been made, the heating will then operate in “set back” mode, which lowers the temperatures to provide fabric protection only. It will then return to normal settings ready for the first working day in January.

Before leaving for the Christmas Vacation period staff should:

- Ensure all windows and doors are fully closed.
- Leave radiator valves set to position 3.
- Shut down any non-essential equipment, where possible.
- Ensure any IT and audio-visual equipment is turned off.

11.7.2. Colleges

Following a detailed review of college consolidation options, it has been deemed unviable to relocate students from term-time accommodation. Therefore, the following arrangements apply:

- Students will remain in their term-time accommodation, no movement will occur.
- Thermostatic radiator valves (TRVs) in any unoccupied rooms and social spaces will be set to a level that ensures fabric protection.
- Colleges must notify the E&FD BMS team to switch heating to Holiday Mode for any fully vacated accommodation blocks. In this mode, heating will operate only at the minimum level required for building fabric protection.

11.7.3. Heating Control for Air Source Heat Pump (ASHP) Systems

Buildings heated by ASHP will operate on a “lower for longer” basis, with extended heating periods as required by system design. ASHPs deliver heat at a lower flow temperature than gas boilers, making them more energy efficient. They are designed to maintain a consistent internal temperature rather than providing rapid bursts of heat.

Allowing buildings to cool significantly overnight increases energy demand the following day, and the ASHP must work harder to restore the temperature. To prevent this, heating schedules for ASHP installations will vary according to design requirements, providing low-grade heat for longer periods and maintaining night-time setback temperatures between 16°C and 18°C.

11.8. Radiator Temperature Differences

- #### 11.8.1.
- Occupants of ASHP-heated buildings will notice radiators do not reach the high temperatures typical of gas boiler systems, due to the slow and steady heating approach of ASHPs. Unlike gas boilers, which overshoot

by delivering excessive heat for short periods and then cooling, ASHPs maintain a stable, efficient temperature throughout the day.

11.9. Portable electric heaters

- 11.9.1. The University does not permit the use of electric portable heaters. Where approved by E&FD, Estates Operations may provide electric oil-filled heaters as a temporary heating measure in the event of a failure of the building's heating system, or where supplementary electrical heating is required to maintain the specified internal space temperature until a permanent solution is implemented.
- 11.9.2. E&FD maintains a limited stock of such heaters to support heating system breakdowns. Guidance on the use of portable heaters on University premises is available from E&FD or the Health & Safety Service

11.10. Air Conditioning/Comfort Cooling

- 11.10.1. It is not University policy to promote full air conditioning or comfort cooling within in any of its buildings.
- 11.10.2. Full air conditioning will only be provided under the following circumstances:
 - Where internal environmental conditions need to be maintained within specific temperature and relative humidity parameters for scientific/research purposes or for the protection of sensitive collection materials.
 - To prevent damage or malfunction of sensitive business-critical equipment.
- 11.10.3. Comfort cooling will only be provided under the following circumstances:
 - Where internal space temperatures consistently rise above 28°C due to excessive heat gains that cannot be mitigated.
 - It must be switched off outside of occupied periods.
 - Only cool to a minimum space temperature of 24°C during occupied periods.

11.11. Out-of-Hours Heating and Cooling

- 11.11.1. In general, the University does not provide out of hours (weekend/evening) heating or cooling for academic and office areas. However, where there is a requirement for building occupancy beyond normal heating times, heating or cooling can be requested via estates.help@durham.ac.uk or bms.engineers@durham.ac.uk at least **5 working days** in advance of the expected start date.
- 11.11.2. When making a request the following information must be provided:
 - Details of the rooms, floors or buildings requiring heating/cooling.
 - Expected occupancy hours and occupancy level (number of people).
 - The start and end date for which heating/cooling is required.

11.12. Personal Comfort

- 11.12.1. It is expected that occupants of buildings will take reasonable measures to adapt to the environment by wearing suitable clothing and accept perceptions of thermal comfort vary.

11.13. General Considerations by building users

11.13.1. Winter Conditions:

- Ensure internal doors are kept closed between areas of different temperatures, such as an office and corridor, as this will keep the heat in and reduce cold draughts.
- Ensure windows and outside doors are closed whilst the heating is on.
- Ensure radiators are not blocked by furniture or equipment.
- Taking regular breaks from a sedentary position is important for health and circulation.
- Arrange office furniture so that you can reach the TRV to turn up/down as required and provide a reasonable air flow so as not to influence the TRV head temperature monitoring.
- Avoid covering radiators with clothing or other items.
- Arrange office furniture or deliberately obstruct floor ventilation supply grilles/diffusers.

11.13.2. Summer Conditions

- Ensure cooling is not on at the same time as heating.
- Ensure windows are closed if air conditioning or comfort cooling is in use.
- Switch off unnecessary equipment and lighting whenever possible to reduce unwanted heat gains.
- Adjust blinds to keep out direct sunlight.

12. Sustainability and Energy Efficiency in Building Design

- 12.1. E&FD will ensure all building design teams exceed minimum energy and environmental standards set by building regulations and current codes of practice. This will be achieved through the following approach:

- Progressive and systematic appraisal of energy-efficient measures.
- Incorporation of low-carbon technologies and engineering best practices.
- Continuous consultation with E&FD Engineers throughout the design process.
- Integration of environmentally sensitive and sustainable design solutions.

13. Environmental Assessment Standards

- 13.1. Please refer to the current performance inclusions in the DU Building Engineering Services Design Guide (BESDG).

13.2. New University buildings:

- BREEAM Assessment: target rating of “Excellent”.

- Purpose: improve environmental performance linked to best practice in design and management.
- EPC A

13.3. Refurbishment Projects:

- BREEAM Very Good
- SKA rating Gold (alternative assessment method for commercial property refurbishments),
- EPC B.
- Coverage: energy, CO₂ emissions, waste, water, materials, wellbeing, and transport.
- Targets: minimum “Silver”, aspirational “Gold”.

13.4. RIBA 2030: targets consider the latest recommendations from the Green Construction board. They have been developed in consultation with industry experts and UK professional bodies from across the built environment industries. The targets cover:

- Operational energy
- Embodied carbon
- Potable water use
- Health and wellbeing

13.5. General consideration - EPCs are a mandatory planning requirement, high EPC scores and high DEC targets drive change in the design process and elevates the building performance as a direct result, thus are key to sustainability and energy performance of buildings

14. Review

14.1. The EMP will be reviewed annually by the Estates Operations Energy Management team in collaboration with Greenspace Advisory Group.