

Policy Name:	Closing due to Indoor Temperature Extremes
Originating/Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	October 2002
Last Updated:	October 2018
Mandatory Revision Date:	October 2023
Contact:	Assistant Vice-President (Facilities Management and Planning)

Policy:

Carleton University is committed to the protection of the health, safety and wellbeing of all members of the University community. To this end, the University strives to always provide indoor environmental conditions conducive for occupancy that will foster and support learning, working and research functions. In rare cases, these conditions might be impacted, such that normal operations need to be altered.

Purpose:

The purpose of this policy is to identify the procedures to be followed in the event that indoor temperature extremes prompt the closing of any building or work area. The closing of any building or work area due to indoor temperatures extremes shall be subject to operational requirements and considered on a case by case basis.

Scope:

This policy applies to all buildings occupied by Carleton University faculty, staff, or students.

This policy is not intended to address conditions under which a person may experience health effects from exposure to temperature extremes, as individual susceptibility may vary significantly. Any person experiencing health effects should seek medical attention and discuss with their supervisor.

Procedures:

1. Conditions of extreme high or low temperatures in buildings should be reported to Facilities Management and Planning, through the FMP Service Centre by telephone at ext. 3668 or by email at fmp.service.centre@carleton.ca.
2. If after consultation with Facilities Management and Planning, it is determined that the extreme temperature condition cannot be addressed in a timely manner, alternative risk reduction strategies will be discussed. These may include temporary relocation of all or some of the work functions to other campus locations, staff rotation, working from home, or similar temporary arrangements. Affected classrooms will be relocated as required. Should these measures be deemed insufficient, temporary closing may be permitted, and this recommendation would be provided by Facilities Management and Planning.
3. The decision to close a work area or provide alternative risk reduction strategies is the responsibility of the department head. Notification of closing must be provided to the Building Authority. See list of Building Authorities at <http://www.carleton.ca/secretariat/policies/Building%20Authorities.html>. The decision to cancel classes resides within the Office of the President.

Contacts:

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