

# Policy on Air Conditioning

## **1.0 Policy Reference**

This policy document refers to the following aims outlined in The Highland Council's Energy Management Performance Plan:

- Reduce the council's energy use by 15%
- Save £3.8M in energy costs
- Reduce CO<sub>2</sub> emissions by a minimum of 15%
- Increase the installed capacity of renewable energy by a minimum of 4,000kW

## **2.0 Introduction**

The Highland Council, in its aim to reduce energy use within its building stock, has decided to take action against the increasing use of air conditioning to cool offices, meeting rooms etc. within its building stock.

Not only is air conditioning expensive to operate, consuming large amounts of energy, but it is also expensive to maintain.

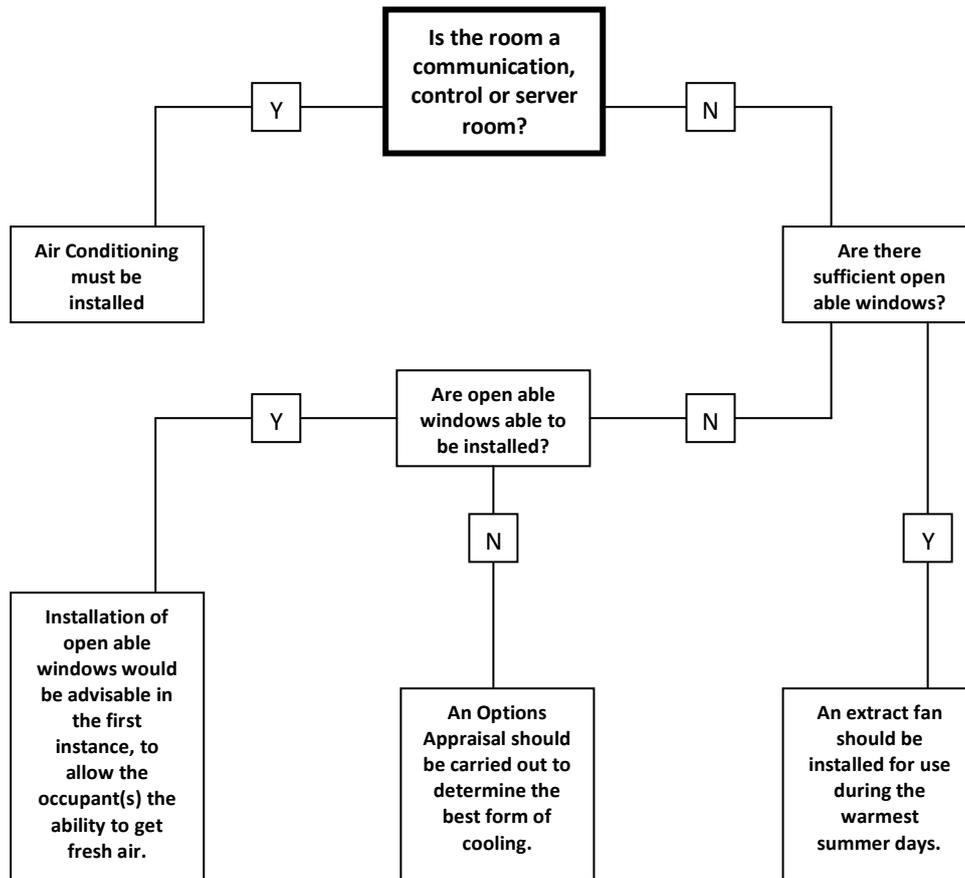
## **3.0 Guidelines**

Here are some guidelines when considering the installation of air conditioning within Highland Council properties -

- All other alternative forms of cooling must also be considered
- An options appraisal must be carried out for each potential air conditioning installation
- The completed options appraisal and system overview will be submitted to the Energy and Sustainability team for review and approval.
- All Communications rooms, control rooms and server rooms containing large quantities of electrical equipment, and therefore large heating loads, must have air conditioning installed and are therefore exempt from these guidelines.

## **4.0 Procedure**

When an employee or department raise a request for the installation of air conditioning or an M&E design scheme calls for the installation of air conditioning, the following flow chart must be used to determine the outcome –



## **5.0 Monitoring**

All air conditioning requests and proposals must be referred to The Highland Council’s Energy and Sustainability team for review. The Energy and Sustainability team will have the final say on whether an air conditioning system will be installed.

The team will collate and report on all air conditioning requests and proposals in order to keep a record of the situations in which the installation of air conditioning has been avoided completely or other means of cooling utilised.

In addition, the energy saved from the avoidance or replacement of air conditioning systems will be recorded and reviewed to ensure that the Air Conditioning Policy is being utilised effectively.