Canterbury Christ Church University

ESTATES GUIDANCE

STUDENT RESIDENTIAL ACCOMMODATION HEATING OPERATING INSTRUCTIONS

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Document Control

Revision History

Version	Date	Change	Author
2.06	March 2025	Update to logo & Colton House controls, Hamill Terrace Removed	Will Thomas-Sam
2.05	October 2021	Colton House, Hamill Terrace, Holmes Court and Dover Street Added	John Rice
2.04	January 2021	Reviewed, demolished properties removed	Brian Atkinson
2.03	August 2017	Minor updates & Layout Changes	Brian Atkinson
2.02	Mar 2017	St Georges and Petros Added	Ian Watts
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Contributors and reviewers

Name	Position	Role	Date
John Rice	Building Officer (mechanical)	Contributor	Oct 2021
Brian Atkinson	Estates Manager	Reviewer / Authorised	Aug 2017
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Ian Watts	Energy Manager	Contributor	April 2017
Will Thomas-Sam	Accommodation Co-ordinator	Contributor	Mar 2025

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1. Introduction

This guidance document has been produced in recognition of a number of factors including:

- The need for consideration of a consistent even-handed approach in the matter of providing suitable occupancy temperatures within the many types and styles of student residential accommodation buildings provided by CCCU.
- The conservation of energy is now recognised as an area where a major effort is needed to reduce global warming and to preserve the earth's resources.
- Effective and efficient environments need to be managed correctly to provide comfortable living conditions.
- To comply with the requirements of UUK/Guild HE - Code of Practice for the Management of Student Housing.
- To describe and explain the correct operation of a variety of different heating systems installed in student residential accommodation buildings.

Heating will be provided according to need to meet a generally acceptable standard. The standard is defined as that to achieve a temperature between 19 and 21 degrees centigrade during normal occupancy hours.

Any problems regarding heating within student residential accommodation should to be reported to the accommodation office so that appropriate action can be taken;

General Enquiries 01227 923000

Email Enquiries accommodation@canterbury.ac.uk

2. Lanfranc

This property is electrically heated by oil filled electric radiators.

Below is an image of the Rointe K-series oil filled heater which is installed in your bedroom and beside it an image of the built-in control panel.

Heating will be provided, with a room temperature set point of 21°C, during the following times (Mon –Sun);

On – 6am Off – 10am

On – 4pm Off – 11pm

All heaters have a frost protection setting of 15°C, which will prevent the room temperature dropping below 15°C in extreme weather conditions.

Outside of the normal operational times a manual boost button is provided that can be operated by the room occupant. This can be administered by simply pressing the plus (+) button on the control panel, which will provide a boost of heat for 2 hours to the room temperature set point of 21°C. The button only needs to be pressed once and after the 2 hours the heater will automatically revert to the programmed schedule or if activated again a further 2-hour boost can be achieved.

Please do not turn off the heaters at the power supply, as this will require the controller to be reprogrammed before the heater can be used again.

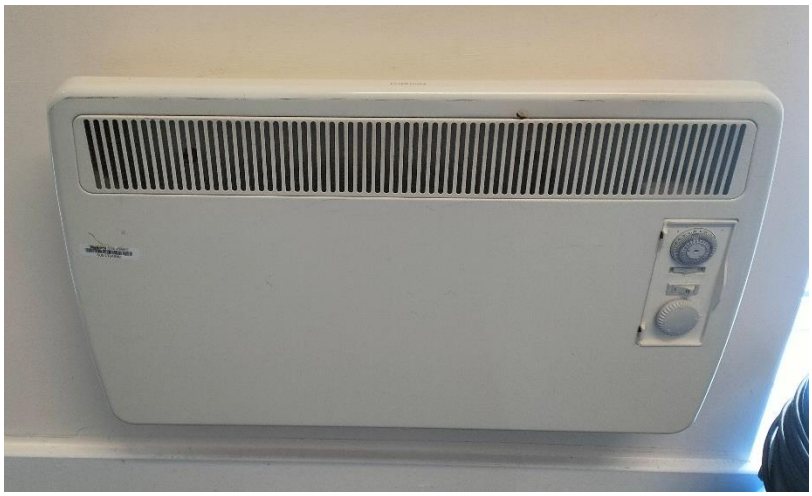
Warning - Please do not cover as this will affect efficiency and could be a potential fire risk.

3. Colton House

This property is heated by electric panel radiators.

Below is an image of the electric panel radiator which is installed in your bedroom and beside it an image of the built-in control panel.

Warning - Please do not cover as this will affect efficiency and could be a potential fire risk.



Controls

1 Thermostat control

Gas filled, accurate to +/- 1.5°C.

User selection of room temperature from 5°C (frost protection) to 35°C using rotary knob.

2 On/off switch

A single pole on/off switch controls the electricity supply. Neon indicator when the switch is on and power is supplied to elements.

3 Built in 24-hour/seven-day programmers

TI models feature 24 hour time clock enabling daily heating needs to be programmed in advance. The clock may be set to switch on and off as often as required throughout the day. Override switch enables the timer to be by-passed without altering the preset programme. The selector control also has an off position.

TX models feature seven-day timers, allowing different weekday and weekend programmes.

4 Heat selection switch

This allows the thermostat to operate on full or half load.

4. Petros Court

On each radiator in your room there is a Thermostatic Control Valve (TRV) which can be adjusted to personal requirements. Below is a photograph of your radiator and the control valve with which you can adjust the temperature.

Figure 1 – Room Radiator

Figure 2 - Radiator Temperature Control (TRV)

Setting 0 is off and 5 is the highest temperature setting. By turning the dial, the temperature of your room can be increased or decreased.

Heating is set to operate between: 6 AM and 11 PM 7 days a week.

5. Pin Hill

This property is electrically heated by oil filled electric radiators.

Below is an image of the Rointe K-series oil filled heater which is installed in your bedroom and beside it an image of the built-in control panel.

Heating will be provided, with a room temperature set point of 21°C, during the following times (Mon –Sun);

On – 6am Off – 10am

On – 4pm Off – 11pm

All heaters have a frost protection setting of 15°C, which will prevent the room temperature dropping below 15°C in extreme weather conditions.

Outside of the normal operational times a manual boost button is provided that can be operated by the room occupant. This can be administered by simply pressing the plus (+) button on the control panel, which will provide a boost of heat for 2 hours to the room temperature set point of 21°C. The button only needs to be pressed once and after the 2 hours the heater will automatically revert back to the programmed schedule or if activated again a further 2-hour boost can be achieved.

Within Benson bathrooms, towel rails are provided which will operate to the same schedule and heating levels as the bedroom.

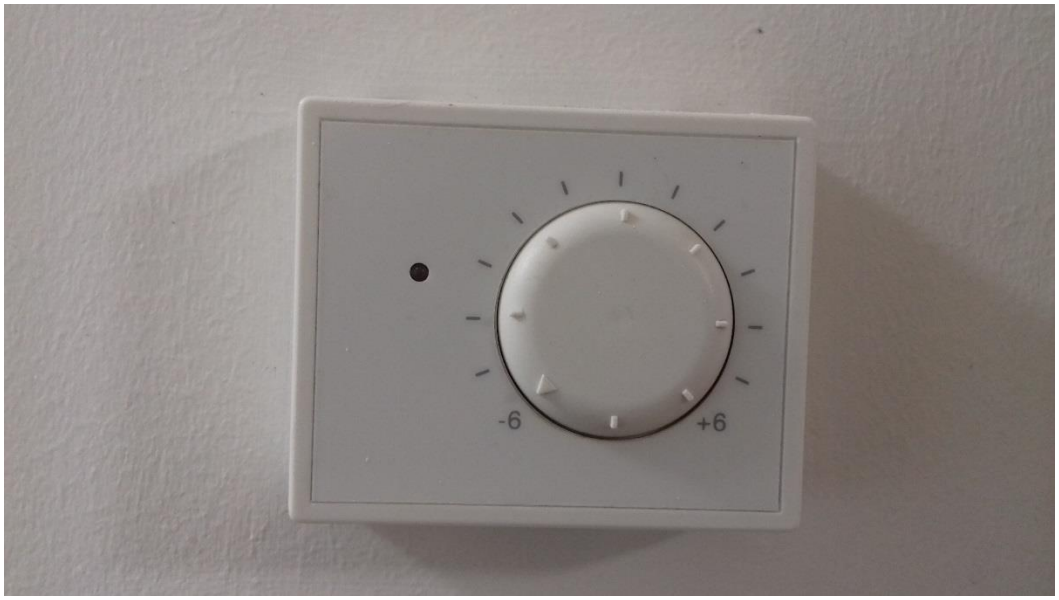
Please do not turn off the heaters at the power supply, as this will require the controller to be reprogrammed before the heater can be used again.

Warning - Please do not cover as this will affect efficiency and could be a potential fire risk.

6. St George's

The temperature in the whole flat is regulated and controlled by the thermostat located in the kitchen. This dial controls the temperature within the flat (See below). This controls the temperature of the whole flat and will maintain the temperature in your room.

Figure 3 - Kitchen Temperature Thermostat- Minimum Setting



The photograph above shows the lowest setting (-6). This dial is in degrees centigrade and the mid setting is 15C. As the dial is turned to the right then the temperature of the flat will increase to the maximum on the dial, +6, 21C. (See below). At this stage a blue light will appear to indicate that the heating has been turned on and the temperature will increase. The flat will gradually increase in temperature and once the thermostat has reached the set temperature, the heating will switch off. The blue light indicates heating is available to the radiators.

Figure 4 - Kitchen Thermostat Maximum Setting

Below is a photograph of the radiator in your room, on each radiator there is a Thermostatic Regulating Valve (TRV) which can be adjusted to personal requirements. Setting 0 is off and 5 is the highest temperature setting.

Figure 5 - Room Radiator

Figure 6 – TRV Off Position

Figure 7 - TRV Maximum Setting

Turn the TRV to increase or decrease the temperature of the room. The dial ranges from 0 to 5, 0 will switch the heating off, 5 is the maximum setting. Please remember that the operation of the radiator is dependent on the temperature set by the thermostat in the kitchen.

7. University Houses

Heating Type – Low Temperature Hot Water

Houses North Holmes Road – No's 1, 14, 18, 25.

Havelock St. – No's 32, 33, 36, 42, 46, 47, 48, 52, 54, 57, 62.

Monastery St. – No's 25, 27

Heating settings are pre-set must not be tampered with.

Heating is set to operate between 6 AM – 11 PM

Heating is set to heat the property to 21 degrees C.

Figure 8 – Programmable Roomstat

Below is a photograph of the radiator Thermostatic Regulating Valve (TRV), found on the radiator in your room, which can be adjusted to personal requirements. Setting 0 is off and 5 is the highest temperature setting. By turning the dial, the temperature of your room can be increased or decreased.

Please remember that the operation of the radiator is dependent on the room temperature and timings set by the programmable roomstat.

Warning - Please do not cover as this will affect efficiency and could be a potential fire risk.

8. Dover Street.

Heating Type – Low Temperature Hot Water

Houses . Dover Street Houses – No's 49, 49a, 49c.

Boiler type. Potterton Promax Combination boiler.

Heating is set to operate by the timeclock Pictured below.

Room Temperature is controlled by Roomstat Pictured below.

Houses . Dover Street Houses – No's 50, 50a, 50b, 50c, 51, 51a.

Boiler type. Worcester Highflow Combination boiler.

Heating is set to operate by the timeclock Pictured below.

Room Temperature is controlled by Roomstat Pictured below.

Below is a photograph of the radiator in your room, on each radiator there is a Thermostatic Regulating Valve (TRV) which can be adjusted to personal requirements. Setting 0 is off and 5 is the highest temperature setting.

Figure 8 - Room Radiator

Figure 9 – TRV Off Position

Figure 10 - TRV Maximum Setting

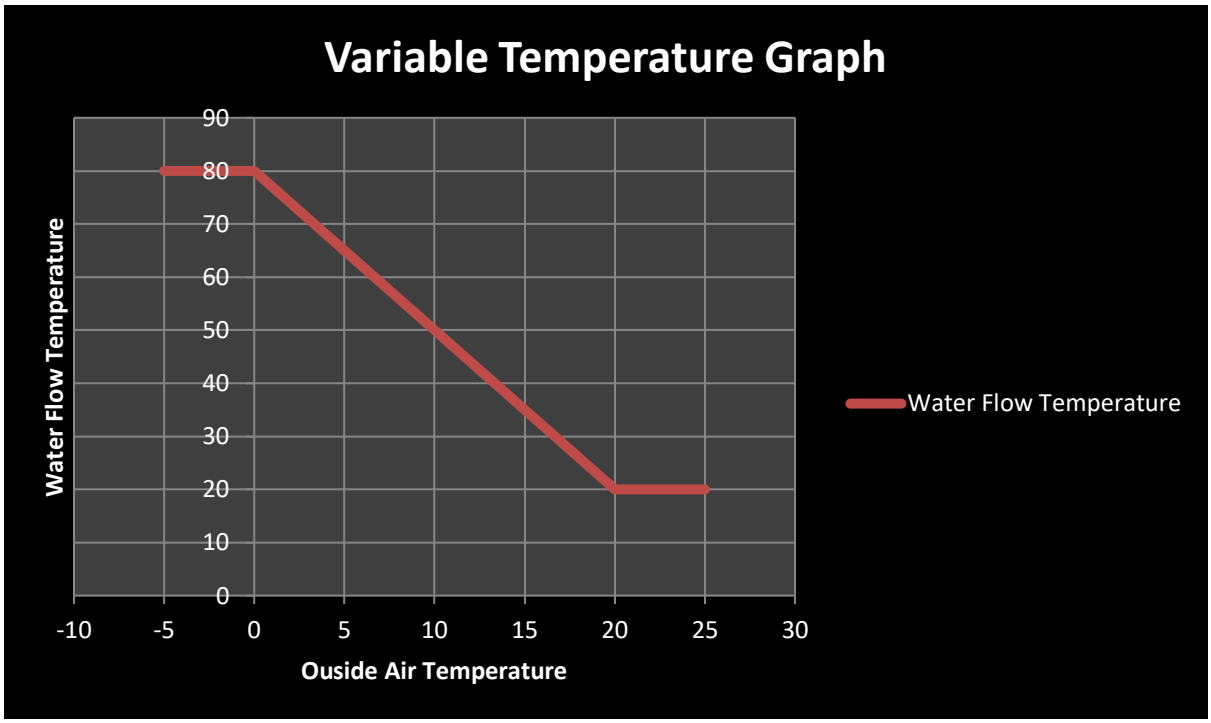
Turn the TRV to increase or decrease the temperature of the room. The dial ranges from 0 to 5, 0 will switch the heating off, 5 is the maximum setting. Please remember that the operation of the radiator is dependent on the temperature set by the thermostat in the kitchen.

9. Vernon Place

Heating Type – Low Temperature Hot Water

Low temperature hot water (20ºc to 75ºc) is pumped to each room at a pre-set temperature, dependant on the outside air temperature.

The Variable Temperature (VT) control graph shown below, demonstrates the boiler/ radiator temp is controlled by the outside air temperature, which is constantly monitored by various external positioned sensors, connected to the University's Building Management System (BMS).



On each radiator there is a Thermostatic Control Valve which can be adjusted to personal requirements.

10. Holmes Court.

This property is electrically heated by oil filled electric radiators.

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