

CITY OF PHILADELPHIA
OFFICE OF THE MANAGING DIRECTOR

MEMORANDUM

TO: All Commissioners and Related Agencies

FROM: Loree D. Jones, Managing Director



DATE: November 26, 2007

SUBJECT: Indoor Thermal Comfort Index

Effective immediately, the following policy shall be observed to assure a comfortable environment for all City employees working in City owned or leased buildings.

The policy is applicable when office-type facilities are outside the range of the following conditions:

Relative Humidity	Winter Temperature	Summer Temperature
30%	68.5°F - 75.5°F	74.0°F - 80.0°F
40%	68.0°F - 75.0°F	73.5°F - 79.5°F
50%	68.0°F - 74.5°F	73.0°F - 79.0°F
60%	67.5°F - 74.0°F	72.5°F - 78.0°F

Employees in buildings or areas of a building in which one of the above conditions exist shall be reassigned to other departmental locations. In doing so, the department head or designee must insure the reassignments are made such that basic service delivery, supervisory coverage and emergency services are maintained. However, no employee may be dismissed early due to temperature conditions unless he or she uses approved leave time, or the Managing Director has expressly authorized the Department Head to approve emergency leave.

It shall be the responsibility of the Department Head or designee to notify the Managing Director when such environmental conditions exist, and to then immediately follow the telephone call with a brief written description of the reassignment(s).