

COMFLEACT, YOKOSUKA

Supporting Justification – Temperature Recordings

To improve the likelihood that a waiver request will be approved, use the following worksheet to record temperatures throughout the space. Guidance regarding recording temperatures are given below:

Temperatures should be taken...	Examples	
	Acceptable	Not Acceptable
At varying times, over multiple days	Multiple readings, taken over a period of at least three different days, at three different times (this form facilitates this)	One measurement taken on one unusually hot day at 2:30 PM.
In three different <i>regularly occupied</i> areas	Office space, lounge, etc.	Copy rooms, stairwells, unconditioned spaces, etc.
In a location <i>most indicative</i> of space temperature	Desk, shelf, etc.	Windowsill, near door, next to coffee maker, etc.
With a thermometer capable of measuring air temperature	Probe or thermocouple thermometers (analog or digital), as these measure space air temps.	Infrared thermometers (infrared guns or cameras), as these measure surface temps.

Location Descriptions – Describe the space locations where temperatures will be taken

Location #	Description
Example	<i>2nd floor conference room in SW corner (room 100), OR interior cubicle on 3rd floor, etc.</i>
Location 1	
Location 2	
Location 3	

Morning Readings (Before 11 AM)

#	Date	Time	Temperature			
			Outdoor	Location 1	Location 2	Location 3
1						
2						
3						

Noon Readings (Between 11 AM and 1 PM)

#	Date	Time	Temperature			
			Outdoor	Location 1	Location 2	Location 3
1						
2						
3						

Late Afternoon Readings (After 1 PM)

#	Date	Time	Temperature			
			Outdoor	Location 1	Location 2	Location 3
1						
2						
3						

What efforts has your command made to alleviate the temperature control issues (ex. Closing curtains/blinds to reduce sunlight and heat, electronic load reduction, etc.)?