

Policy Number: 2019-01  
Effective Date: 09/19/2019  
Revised Date: 09/17/2019  
Applicability: New Construction, Renovation

**Purpose**

To identify a reasonable and consistent policy concerning the design and operation of windows in new construction that permits flexibility in personal use spaces, while maintaining the integrity of the building energy efficiency, limiting potential damage from inclement weather, and enhancing building security.

**Policy**

In new construction and building renovations, operable windows will be limited to residential spaces and personal offices (when appropriate). Operable windows will not be provided in classrooms and other academic/administrative spaces. In personal offices, window operation will be contingent on agreement by assigned staff and/or faculty assuming responsibility for any damage resulting from windows that have been left open and unsupervised overnight or for an extended period. Consequences for failure to meet such responsibilities may include, but are not limited to, assessment to a department of the costs of damages or losses resulting from windows left open and modification of windows to remove or restrict operability.

*Keywords: Construction, Window*