



C I R C U L A R

SUBJECT: Guidelines for Ideal and Efficient Use of Air Conditioning (AC) Systems-reg.

To ensure a comfortable environment, optimize energy consumption, and extend the lifespan of our air conditioning units, all personnel are requested to follow these guidelines for the ideal use of AC machines effective immediately:

1. Temperature Settings

- **Maintain 24°C to 26°C:** Set the AC thermostat between **24°C and 26°C (75°F to 78°F)**. This range provides optimal comfort while preventing excessive electricity consumption.
- **Avoid extreme cooling:** Lowering the temperature to 16°C will not cool the room any faster, but it will significantly strain the compressor and increase energy waste.

2. Room Insulation

- **Keep doors and windows closed:** Ensure all entry points are fully shut while the AC is operational to prevent cool air from escaping and warm air from entering.
- **Use curtains or blinds:** Draw window coverings during peak sunlight hours to block solar heat radiation.

3. Smart Operation

- **Utilize timers:** Set the AC to turn off automatically 30 minutes before leaving the workspace or at the end of the day.
- **Combine with ceiling fans:** Running a ceiling fan alongside the AC helps circulate cool air more effectively, allowing you to set the AC 1–2 degrees higher without losing comfort.
- **Turn off when unoccupied:** Always switch off the AC machine when vacating a room for more than 15 minutes.

4. Maintenance and Compliance

- **Keep vents clear:** Do not block AC units or return vents with files, furniture, or equipment.
- **Report issues promptly:** If you notice unusual noises, water leakage, or insufficient cooling, report it immediately to the Engineering Department (Electrical).

Your cooperation in practicing these energy-saving habits is highly appreciated. Let us work together to create a sustainable and comfortable environment.

5. This issues with the approval of Competent Authority, RIMS, Imphal

Encl:- NABH ICU Air Conditioning Standards.

(Th. Nabadwip Singh)
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Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A. i/c, RIMS, Imphal.
9. Librarian i/c, Central Medical Library, RIMS, Imphal.
10. The Chief Nursing Officer i/c, RIMS, Imphal.
11. Asst. Engineer (Civil), RIMS, Imphal
12. All Section Officers, RIMS & RIMS Hospital, Imphal.
13. The System Administrator, RIMS, Imphal, for uploading the above circular and to send by email to all concerned.

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NABH Environmental Conditions for Hospital Departments.

Department/Area	Temperature	Humidity	Air Changes/hr	Pressure
Operation Theatre (OT)	21-24°C	40-60°C	20-25 ACH	Positive
Labor Room (LR)	22-25°C	40-60°C	12-15 ACH	Positive
NICU	26-28°C	50-60°C	12 ACH	Positive
ICU	22-25°C	40-60°C	12-15 ACH	Positive
Post-op Recovery Room	22-24°C	40-60°C	12-15 ACH	Positive
General Ward	24-30°C	30-60°C	4-6 ACH	Neutral
Emergency Room (ER)	22-25°C	40-60°C	12 ACH	Positive
CSSD-Sterile Area	20-22°C	40-60°C	10-15 ACH	Positive
CSSD- Soiled Ares	22-25°C	30-60°C	10-15 ACH	Negative
Pharmacy (Sterile Store)	20-25°C	40-60°C	6-10 ACH	Positive
Blood Bank	20-25°C	30-60°C	6-12 ACH	Positive
Pathology / Lab	22-25°C	30-60°C	6-10 ACH	Neutral
Radiology / MRI / CT	20-24°C	30-60°C	6-10 ACH	Neutral
Kitchen	< 30°C	40-60°C	15 ACH	Negative
Toilets	<30°C	<60°C	10 ACH	Negative
Clean Utility Room	22-25°C	40-60°C	10 ACH	Positive
Dirty Utility Room	22-25°C	30-60°C	10 ACH	Negative
Mortuary / Autopsy Room	15-20°C	40-60°C	12 ACH	Negative