



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	25DC043 Upstate and New York City
<b>Date:</b>	June 18, 2025
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, Housing/Homeless Services Directors
<b>From:</b>	Cheryl Contento, Deputy Commissioner Division of Shelter Oversight and Compliance
<b>Subject:</b>	Summer Cooling Requirements for Shelters
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Division of Shelter Oversight and Compliance at <a href="mailto:otda.sm.css.bss@otda.ny.gov">otda.sm.css.bss@otda.ny.gov</a>
<b>Attachments:</b>	None

### Section 2

The purpose of this GIS is to remind social services districts and emergency shelters of summer cooling requirements.

As required by 18 NYCRR 491.18 and 900.18, heating and cooling systems must be in good working order and suitable fans should be provided to residents when necessary to maintain reasonable air circulation. Air circulation is particularly important during times of extreme heat and humidity. During times of extreme heat and humidity, shelter operators should provide fans as needed for the comfort of residents, provide information on area cooling centers to the extent available, and remind residents to stay hydrated by drinking plenty of fluids.

Additionally, where practicable shelter providers should provide a cooling room in the facility if the building's space and systems support such space.

Facilities that have central air conditioning or unit air conditioners are not required to provide fans or cooling rooms for residents unless the air conditioning units are not properly cooling. Electric fans should bear the safety certification mark of a nationally recognized testing

laboratory (NRLS). Below is a link to a list of NRLS. Families with children providers should ensure that fans are placed out of the reach of children.

<https://www.osha.gov/nationally-recognized-testing-laboratory-program/current-list-of-nrtls>

In accordance with 18 NYCRR 491.12 and 900.12, shelter residents have a right to request a reasonable accommodation for any physical or mental disability that substantially limits a major life activity, which may include a request for an air conditioner.