

Heating and Cooling/Environmental Control

Policy 507.8

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Central Distribution System

4.1.1 University buildings are supplied steam heat and hot water by a central steam distribution system which is maintained by the Physical Plant. In addition, the Physical Plant maintains all air conditioning, refrigerating, ventilating, and heating systems in all University buildings. Window air conditioning units are excluded from this maintenance.

4.1.2 Room and window air conditioning units should be turned off during hours when the space is not occupied. Occupants are responsible for turning these units off when they leave and turning them back on when they return. Maintenance of window air conditioning units are the department's responsibility.

4.2 Service Requests

4.2.1 Most building thermostats which control central or package heating and cooling systems are secured in a manner so that only Physical Plant personnel can set or adjust them. Departments should not attempt to adjust thermostats, or request an adjustment by the Physical Plant unless there is evidence that the thermostats have malfunctioned. If this is the case, a REQUEST FOR PHYSICAL PLANT SERVICES should be submitted, see Policy Four, so that Physical Plant personnel may correct the problem. Under no circumstances should departmental personnel attempt to adjust or repair any part of a heating or cooling system.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates