



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
9/29/97**

**REVISION
1**

**PAGE
G8-130.0**

SUBJECT

UTILITIES

SUB-TOPIC

HEATING AND AIR CONDITIONING (COMFORT CONDITIONING)

The Physical Plant is responsible for adjusting, balancing and repairing building heating and cooling systems. This can become difficult when individuals adjust room thermostats which have been preset at 68°F during the heating season and 76°F during the cooling season. Individual adjustments upset the flow and balance of air throughout a building which, in turn, causes uncomfortable changes in other building areas. This cycle magnifies until the entire building comfort conditioning system is out of balance, causing discomfort to occupants and wasted energy.

If a heating or cooling problem is discovered, it should be reported to the CDAS Operator at Ext. 2147.