

CONVOCAATION CENTER

www.ohio.edu/facilities/requests

Please use this step-by-step guide for adjusting the temperature in your residence hall room.

STEP BY STEP

You can regulate the temperature in your residence hall room by trying the following things:

- To receive maximum heat, items should remain 12"-24" away from the heater
- See if the fan speed control works on your unit. Select the appropriate speed for your comfort level.
- If damper is inoperable or you are too warm, you may use items such as towels, bedding, or move furniture to obstruct the air flow to the bottom of the unit, which will reduce the heat.
- Add & subtract items to restrict or allow air flow

REGULATING YOUR ROOM'S TEMPERATURE

The Convocation Center is heated and cooled by systems that control the whole building. This means that room temperatures can be seasonally adjusted. For example, during the summer months, you can adjust the central air's fan speed up or down a bit but not turn on the heat. During the winter months, you can adjust the heat up or down a bit but not turn on the air conditioning. If your HVAC system has stopped working you may place an online work request to have the system

WEST GREEN:

*CONVOCAATION CENTER

Some rooms in Sargent have units similar to ones in the Convocation Center. Students in Sargent whose issues are not clearly addressed in this pamphlet may benefit from the information provided in the Convo's pamphlet.

CONVOCAATION WALL UNIT

