

## JEFFERSON HALL

[www.ohio.edu/facilities/requests](http://www.ohio.edu/facilities/requests)

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

**REGULATING YOUR ROOM'S TEMPERATURE**

New and renovated residence halls are heated and cooled by a system that controls the whole building. If you are in this style of residence hall, you will see a thermostat on the wall of your room that can be *seasonally* adjusted. For example, during the summer months, you can adjust the temperature up or down a bit, but you *cannot* turn on the heat. During the winter months, you can adjust the temperature 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 repaired.

**SET POINT RANGE IS ONLY 68-77 DEGREES**

To adjust the set point (temperature) in your room, you must:

- Press the "more" button on the thermostat control on the unit panel
- Press "edit", the number will flash
- Adjust the temperature by using the up and down arrows
- Once you have the desired temperature displayed on the digital screen, press the "done" button to set

Note: the override button does not work the unit.

