

To Report A Malfunctioning A/C Unit or Heater:

VISIT

www.facilities.ohiou.edu/requests

And place an online work request.



Facilities Management

1 Riverside Drive
Athens, Ohio 45701

Phone: 740.593.2911

www.facilities.ohiou.edu/requests

Convocation Center[†]

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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

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Information for Students in **The Convo**

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



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Step-by Step:

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

- Make sure the unit is not blocked by furniture if you are cold
- 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.
- Add & subtract items to restrict or allow air flow

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Convocation Center



Wall Unit

Regulating Your Room's Temperature

The Convocation Center is heated and cooled by a chilled water system that controls 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 OR turn it off completely 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 repaired.

