

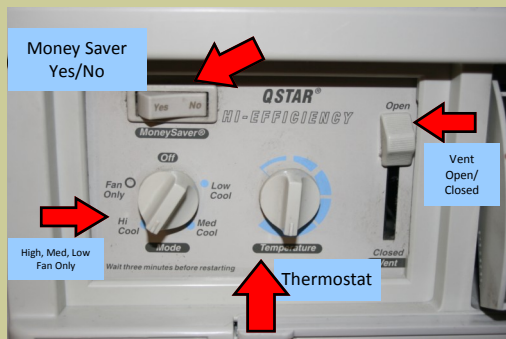
Having Trouble With Your A/C?

Using your window air-conditioning unit

Your window A/C unit may freeze up if used during extreme outside temperatures.

Try the following if you are having trouble:

- Thaw the unit by turning it off & waiting 2-3 hours
- Open the vent on the unit (you may have to wait until it is completely thawed)
- For cool air in cold weather, below 50° set the selector to “FAN” high or low for outside air. If you want cool air in warm weather, turn the selector to cool.



Window air conditioning unit styles vary slightly, but work under the same principle.

A/C is not meant to be used during outdoor temperatures below 50°. This may result in burning up the unit

| East Green | Back 15 | |
|---------------|------------|-----------|
| Bryan | Armbruster | Hoover |
| Bush | Atkinson | Martzolff |
| Gamertsfelder | Brough | Smith |
| Jefferson | Cady | True |
| Perkins | Dougan | Weld |
| Scott Quad | Ewing | Wray |
| Tiffin | Foster | O’Bleness |
| Voigt | | |
| Washington | | |

To Report
A Malfunctioning A/C
Unit or Heater:

VISIT

www.facilities.ohiou.edu/requests



Facilities Management

1 Riverside Drive
Athens, Ohio 45701

Phone: 740-593-2911

www.facilities.ohiou.edu/requests

Facilities Management

www.facilities.ohiou.edu/requests

Information for Residence Halls on East Green & Back 15

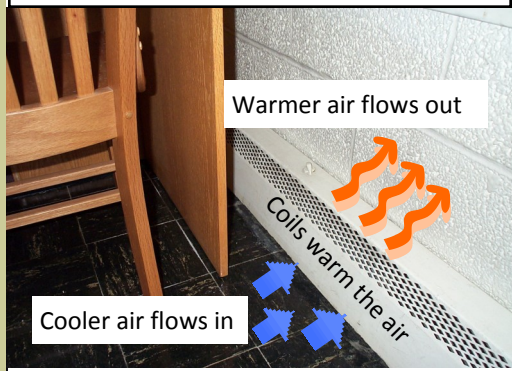
Please use this
step-by-step guide
for adjusting the
temperature in your
residence hall room.



OHIO
UNIVERSITY

It's simple to regulate the heat in your room

Your room's heater works like this:

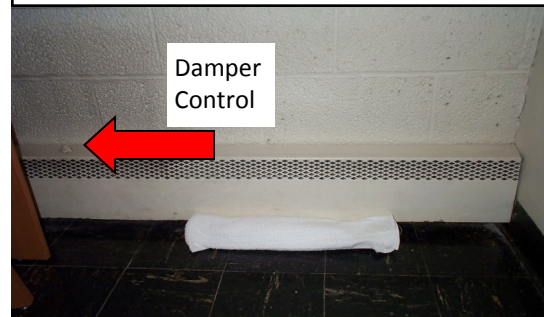


Cooler air drops to the bottom of the room & is drawn in the bottom of the heater. Coils inside the unit warm the air & it moves out the top. Restricting the air-flow in will reduce



Make sure nothing (desk, books, bed, carpet, etc.) is blocking your heater.

Restrict the air-flow with a rolled towel



Try one towel first to see if the room temperature gets cool enough

Use trial & error until you reach the right combination



Add towels if the temperature still isn't cool enough

Step-by step:

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

- Make sure the heater unit is not blocked by furniture if you are cold
- See if the damper works on heater unit & adjust (some dampers can be opened/closed) On South Green the dial moves counter-clockwise.
- If damper is inoperable & you're still too warm, roll up a towel & place it on the floor under the heater
- Add & subtract towels to restrict or allow air flow
- Or, draw in cool outside air by running the fan/vent on the window A/C unit

Facilities Management

1 Riverside Drive
Athens, Ohio 45701

Phone: 740-593-2911
www.facilities.ohiou.edu/requests