

To Report A  
Malfunctioning A/C  
Unit or Heater:

VISIT

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

Front Four

Brown

Crawford

Mackinnon

Pickering

Facilities Management

Information for  
**Front Four  
Residence Hall  
Students**

Please use this  
step-by-step guide  
for adjusting the  
temperature in your



**OHIO**  
UNIVERSITY

# Step-by step:

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

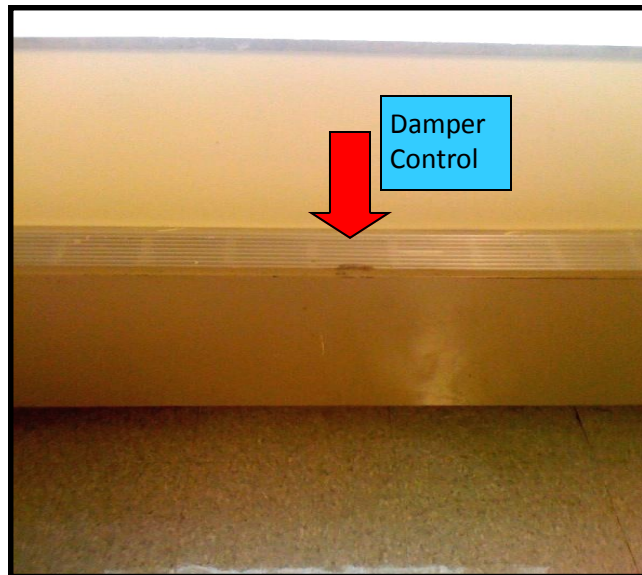
- Make sure the heater unit is not blocked by furniture if you are cold
- See if the damper works on heater unit & adjust (some dampers can be opened/ closed) .
- If damper is inoperable or you are still too warm, you may use items such as towels, bedding, or move furniture to obstruct the air flow to the unit.
- Add & subtract items to restrict or allow air flow
- Or, draw in cool outside air by running the fan/vent on the window A/C unit

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## Front Four



## Wall Heater

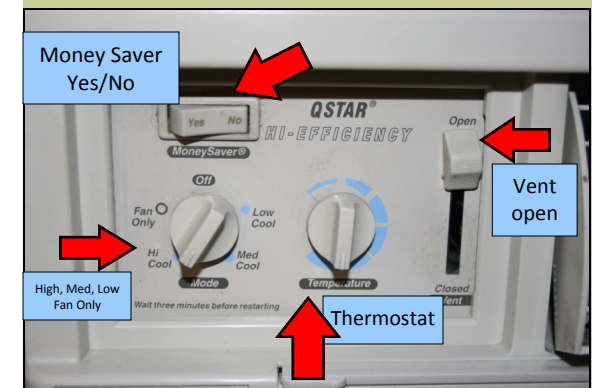
## Having Trouble With Your A/C?

Using your window air-conditioning unit

**Your window A/C unit may freeze up if used under 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 could result in burning up the unit*