Information for Front Four Residence Hall Students

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

Front Four

Brown
Crawford
Mackinnon
Pickering

Facilities Management & Safety

49 Factory Street
Athens, Ohio 45701
Phone: 740.593.2911
www.ohio.edu/facilities/requests

www.facilities.ohiou.edu/requests
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 the 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.

**Front Four**

Wall Heater

Facilities Management & Safety

49 Factory Street
Athens, Ohio 45701
Phone: 740-593-2911
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Having Trouble With Your A/C?

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,

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