To Report A Malfunctioning A/C Unit or Heater:

VISIT

www.facilities.ohiou.edu/requests

And place an online work request.

Facilities Management

Information for Front Four Residence Hall Students

Brown

Crawford

Mackinnon

Pickering

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

1 Riverside Drive
Athens, Ohio 45701
Phone: 740-593-2911
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Facilities Management
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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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.

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