October 7, 2015  
From: Dave Pastorius; Manager/CHP & HVAC, Facilities Operations

Re: Fall Heat Start-Up Schedule

*Depending on weather, schedule is subject to change.*

The heating season is upon us and the Central Heating Plant and HVAC areas have been readying our systems for the upcoming season. Our heating schedule is dependent on the weather, and we are making every effort to keep the campus comfortable in this ever-changing Northern Ohio climate.

The Central Heating Plant and the many campus buildings are very large, with complex heating/cooling systems that are not easily switched on and off. Our objective is to only have to turn on the heating systems in these buildings once and move to central steam/heating systems as soon as it makes sense. Due to the necessity to heat these areas for the cool fall nights, student living areas and classrooms are our first priority. Once completed, we will then concentrate on the administrative buildings.

Once the Central Heating Plant is ready to go on line, **10/15/2015**, we will supply steam to the campus during key periods throughout the day/night when outside temperatures dip at and below 50 degrees. This is done to help take the chill out of our campus buildings.

Due to annual steam repairs, manhole PM’s, and trap repairs made this summer, some buildings may still be isolated from the system. As the distribution system heats up, sections of the system will be energized slowly to verify that other problems do not exist.

Depending on the weather, the Central Heating Plant is planning to be in full operation (running 3 shifts a day, 7 days a week), no later than **11/16/2015**.

This is what you should do if you experience a problem:

1) In-Hall staff should take a thermometer to the affected space and take a temperature reading. Remember the accepted convention from 6am to 12am is 68 degrees plus or minus 2 degrees and from 12am to 6am the standard is 62 degrees plus or minus 2 degrees.

2) If the reading is within the convention then we should explain to the student that the temperature is within the acceptable range and no service is necessary.

3) There are some things that we can do to help with the heating situation.
   - Make sure that all windows in student rooms and public areas are closed tightly and locked. Unlocked windows increase drafts.
   - Do not allow doors to be held open or propped in any way. As always, keep the fire doors closed.
   - Make sure that no items are blocking the radiators. Clothes or furniture piled in front of the radiator will decrease the efficiency of the heating unit.
   - Check the location of the thermostats in the buildings for any unusual temperature situation. If a thermostat location is too hot or too cold it can affect the temperature of an entire floor or, in some cases, the building.
   - Students who choose to put their beds close to their windows frequently complain about the temperature of their rooms because of the efficiency of some of the windows and they are blocking their radiators. Teach your staffs and students to
look for these issues so that the community can take these measures to improve their environment.

4) If the temperature is not within the acceptable limit then you should treat the request as an emergency and call it in to the appropriate office depending on the time of the call. It is imperative that you explain the situation as best as possible. Is it too cold in just one room, one section, one floor, or is the whole building cold? Tell them everything that you know. Remember that it takes time for steam to propagate throughout the system so that if the outside temperature drops drastically it might take 30 minutes to an hour to get steam to your building. Try to help the students understand that they have to be patient with steam heating systems. However, we need to learn to separate the persistent problems from the minor situational ones. We should always be responsive.

5) If you have questions concerning these procedures, please contact Facilities Operations at 58445, or Security after hours at 58444.

6) These procedures are in support of campus Energy Conservation measures as part of the Oberlin College Environmental Policy.

Note: The schedule is weather-dependent, but crews are making every effort to keep the campus comfortable.