

FAQs About Using Your Thermostat

Below are some frequently asked questions about the thermostats in your building. These thermostats allow us to be more energy efficient and also save money.

What do I do if my room feels too warm or too cool?

You can raise/lower the temperature by using the temperature adjustment on the thermostat. This will allow you to adjust the temperature 2 degrees up or down from the district's set point temperature. After adjusting the temperature up/down, the new set point will flash several times, display the old set point, and then display the new set point. It may take up to 2 minutes for the new set point to display. Remember the current set point temperature will be displayed, not the actual room temperature.

Why does my room feel cooler (or warmer) in the evenings, on weekends, and on holidays?

The upgrades to the building's HVAC system provides more control over when the system is running. When the building is going to be unoccupied (usually during the evenings, overnight, on weekends, and on holidays), the temperature is set back to help reduce energy use.

Doesn't the HVAC system have to work harder to return to normal conditions after a night set back?

No, the HVAC system is designed to operate this way. We can save a lot of energy by using a scheduled temperature set back during unoccupied times such as in the evenings, on weekends, and over holidays.

If I'm using my room after hours, how do I make sure the room will be comfortable?

Push and hold the override button on the thermostat for 2 seconds, the light will come on indicating it has been put into occupied mode (for 2 hours). To cancel the override, push and hold the button until the light goes off. If you are still using the room after the override has timed out, push the button again. Understand the light will come on anytime the button is pushed, but will only effect the temperature during unoccupied hours.

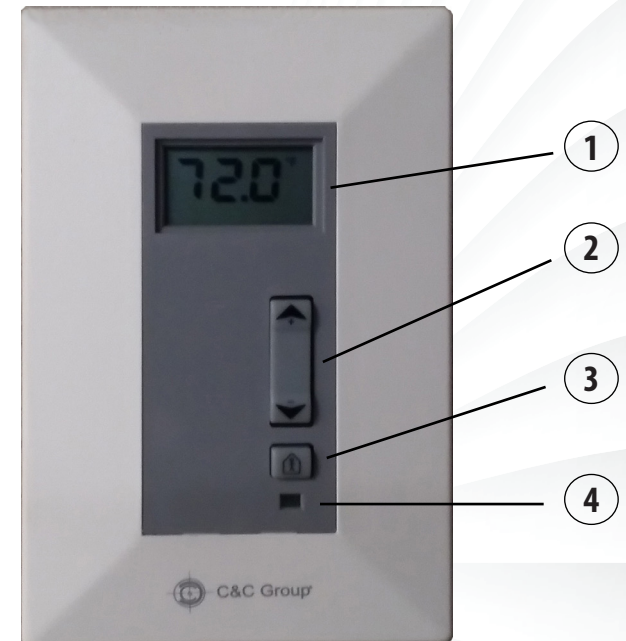
What do I do if my system has quit working?

Contact the front office staff to submit a maintenance work order.

What if my room does not have a thermostat?

Occasionally two or three rooms share a thermostat. The thermostat that controls your room is probably in a room nearby.

1. Set Point Temperature
2. Temperature Adjustment
3. Override Button
4. Override Indicator Light



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