

HVAC Procedures and Work Orders 2019-20

- Occupied HVAC settings are in place for classrooms for middle and high schools from 6:00 am to 3:30 pm Monday – Friday.
- OCCUPIED HVAC settings are in place for classrooms for elementary schools from 6:00am to 4:00 pm Monday – Friday.
- OCCUPIED HVAC settings are in place for activity areas (i.e., gyms, cafeteria, library and auditoriums) from **6:00am to 9:00 pm** Monday – Friday.
- OCCUPIED HVAC settings are in place for office areas from **6:00 am to 6:00 pm** Monday – Friday.
- OCCUPIED HVAC settings are in place for **high school** gymnasiums from **6:00 am to 9:00 pm on Saturday.**

If you have a scheduled activity or event that falls **WITHIN** these time zones – please DO NOT put in a work order. If your activity or event is outside of these times – please feel free to put in a work order. Also – please remember the HVAC department needs a **two day advance notice** for scheduling events or activities outside of these times.

Set Points

Occupied Cooling is set globally at 72 – 74 °F.

Occupied Heating is set globally at 68 – 70 °F.

Unoccupied Cooling is 78 °F.

Unoccupied Heating is 60 °F.

These times and settings are in place for the school year and TEN days before schools starts and TEN days after school lets out.