Stop Energy Waste in Your Office - Procedure for Room Temperature Adjustment

1. Learn where your thermostat is and who else that thermostat affects.

2. Discuss temperature preferences with your thermostat group.

3. Set thermostat between 72-74 for 3 working days before adjusting.

4. Every day, make a note of your actual room temperature (use Planet Blue thermomagnets) & perceived temperature (no issue, too hot, too cold).

5. After 3 days at this setting, discuss a potential new setting with your group.

6. Repeat steps 3-5 until a new agreeable setpoint is reached.

Things to Remember

- Placing computers or printers near thermostats can distort the temperature readings it gets, affecting room temperature for everyone.

- Closing office doors, while sometimes necessary, will affect room temperatures.

- Using space heaters is a big waste of energy and should be avoided.

- Allow your body to adjust to the space temperature after entering, usually about 30 minutes. Coming inside from especially hot or cold weather will influence your perception of the space temperature.

- Building fans are routinely turned off overnight and over the weekends which allows the University to avoid a lot of energy waste. This may lead to early morning or Monday morning temperature swings. Unlike your home, your building may take up to, or more than 1-hour to get to the temperature setpoint.

- Work in an area with 10 occupants and you will find 10 (or more) different temperature preferences. Please be flexible and be able to add/remove outer layers to remain comfortable if necessary.

When Our Mechanical Systems Fail

- If your thermostat is set to 72 and your area is 80 degrees, there is most likely a problem with our building equipment. Please provide this information to your facilities manager or to the Plant Operations Call Center (POCC) at 7-2059.

- Be as detailed as possible with your request, giving your building, room number, thermostat setting and actual room temperature when possible.