



Department of Facilities Management

MEMORANDUM

April 16, 2009

To: All Faculty and Staff

In an effort to keep the campus community informed regarding the approaching cooling season, the following procedure has been developed to assist us in making the transition from heating to cooling. We will begin turning off steam for building heating systems beginning Wednesday April 22, in anticipation of starting chillers.

We will begin activating building chillers and turning on the air conditioning the week of May 4th. Please keep in mind the exact date for initiating this activity will be determined by the actual weather conditions at the time. We are monitoring both short and long-term forecasts as part of our efforts. Under normal weather conditions, it is our intent to wait until we have experienced three (3) consecutive days when the maximum temperature is at or above 70 degrees, and the minimum daily temperature remains above 50 degrees. We have cleaned and filling cooling towers in preparation for the cooling season.

As a reminder, resident halls will have first priority for air conditioning over the academic buildings due to the fact students reside in the halls. Buildings with windows that do not open will be brought on line before those that can be ventilated by opening windows. If for some reason any major complications occur during the air conditioning startup of a building, we will continue to the next building and resume working on those that have problems later.

When the decision is made to begin the seasonal conversion to cooling, we will activate buildings as requested by the Building Coordinators, on a first-come-first-serve basis. Building Coordinators should email their transition requests to workorders@wku.edu. We will attempt to respond to special requests from the Building Coordinators, as we have done in the past. However, we ask for your cooperation and patience while we move as quickly and efficiently as possible through this process. If you do experience problems, please let us know, but understand we cannot respond to all requests at once.

One significant change this year will be the cooling temperature setting in all campus buildings. The thermostats will be set to maintain 74-76 degrees. If you feel that your area is not in this range, please call the DFM Action Desk at 53253 or complete an online work order at <http://facility.wku.edu/gf/>.

If you have any questions, please contact Kayla Howard, Energy Management Supervisor at 5-6137 or Dale Dyer, Plant Operations Manager at 5-6179.

Thank you for your cooperation and kind consideration in this matter.

Bob Ware, Director
Facilities Management