

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. Mother nature has decided to warm us up a few weeks later this "Spring" than was the case last year. Therefore, we will be turning off steam for building heating systems in preparation for starting chillers beginning the **week of April 8th**. We will begin activating building chillers and turning on the air conditioning as the week progresses. As always this activity is determined by the actual weather conditions and the current forecast is for continued warm weather. We have cleaned and filled cooling towers in preparation for the seasonal start-up of the chilled water systems.

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.

We will activate buildings as requested by the Building Coordinators, on a first-come-first-serve basis. Building Coordinators should make their transition requests through the online work order system. 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. The thermostats and control points will be set to maintain **74-76** degrees as the energy policy states http://www.wku.edu/policies/csf_policies/energy_policy_90400.pdf If you feel that your area is not in this range then please call the DFM Call Center at 5-3253 or complete an online work order at <http://www.wku.edu/facilities/>

Please contact Kayla Howard, Energy Management Supervisor at 5-6137 or Dale Dyer, Plant Operations Manager at 5-6179, if you have additional questions.

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