# ROOM TEMPERATURE
# REPORTING PROCEDURES

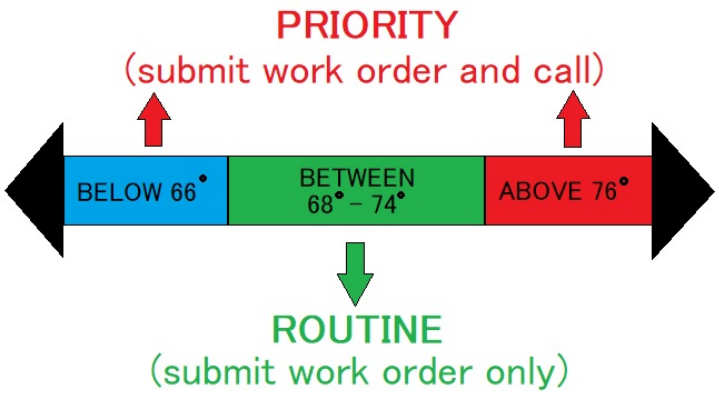
Listed below are the procedures to follow when investigating reports of room temperatures that do not meet the district standard set points and schedule.

1) When you are informed of a room temperature concern, visit the room and check the space temperature at the location of the thermostat using the district supplied hand held digital thermometer.

2) Record the temperature reading from the digital thermometer, time of day, name of the person reporting the concern, and room number on the Cold Room Log.

3) Read and record the room temperature displayed on the EMS Computer

4) If the temperature of the room is **below 66°** or **above 76°** please submit an Asset Essentials work order **AND** call Maintenance at 4955.
    a. **DO NOT** submit multiple work orders for the same room. If the issue has not been resolved within 48-hours send an email to the Director of Maintenance & Operations for assistance. Include the work order number in the subject line.




5) If the temperature of the space is **between 66°- 76°**
    a. Submit an Asset Essentials work order following the format shown on the sample Work Order in your Cold Room investigation kit.
    b. Do not call these in.

6) A technician will not be dispatched until the preceding procedures have been completed.

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