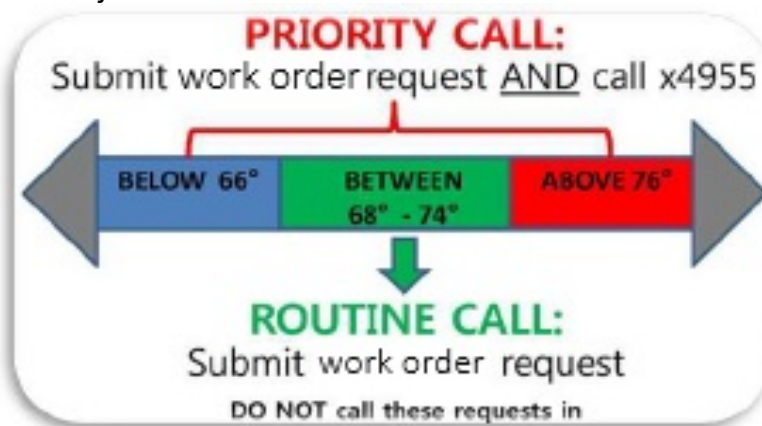


ROOM TEMPERATURE REPORTING PROCEDURES

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.

