

**TEC 2016-4  
Ridgley Hall Application**

Facilities, Planning and Management has installed new electronic thermostats in all spaces throughout Ridgley Hall. These are designed to help the University reduce energy usage and our carbon footprint while improving comfort. With this goal in mind, we ask for your assistance in operating each space as efficiently as possible. Setting a schedule and maintaining reasonable temperature set points have a significant effect on the amount of energy required to condition your space.

The facilities team has implemented a schedule as shown below.

- Occupied Mode
  - Monday – Friday, 7:00am – 6:00pm
  - Heating Set Point = 72°
  - Cooling Set Point = 75°
- Unoccupied Mode
  - Heating Set Point = 66°
  - Cooling Set Point = 79°
- Occupants can adjust these set points as desired within a range of 68° - 75°.
- The fan operation is set to AUTO meaning it will cycle between OFF, Low, Medium and High as needed to maintain the space temperature.
- The sensors are fitted with occupancy sensors to determine if the space is occupied. If no occupancy is detected for 30 minutes, the units will revert to a standby mode. After two hours without detecting occupancy, the units will revert to unoccupied mode.
- If you are in your office during unoccupied hours, simply adjust the temperature up or down.
- The fan coil units (FCUs) in nearly all the spaces in Ridgley are 2-pipe fan coils. This means that all FCUs in the building will either heat OR cool. It is not possible for some FCU's to provide heating while others are cooling. Maintenance Operations will decide based on outside temperature and past experience when to provide cooling and when to provide heating.

If you have any questions on the operation of your HVAC unit or thermostat, please call Customer Service during normal business hours at 314.935.5544.