

# Kohlberg Hall Offices



Heating & Cooling System Description  
and  
How it works.

## SWARTHMORE COLLEGE

For Maintenance requests  
Email [workbox@swarthmore.edu](mailto:workbox@swarthmore.edu) or  
Phone X 8280  
The Maintenance web site is;  
<http://www.swarthmore.edu/x17571.xml>

## Room Heating Tips.

Be certain that windows are shut tightly.

Windows that are not completely closed allow cold air into the room.

If your windows won't shut properly call

Facilities Management at x8280 to report the problem.

Closing window shades can help keep the cold out and the heat inside in the winter.

Don't place lamps or other appliances near the thermostat as this can fool the thermostat into reducing the heat / cooling supplied to the room.

Be certain that nothing blocks the air into or out of the vents on the heating/cooling unit as this prevents the unit from circulating air through the room.

The heat for Kohlberg Hall is supplied by steam from the boilers in the Heat Plant located across the street from the Field House. The boilers can burn either natural gas or #6 heavy oil. During the coldest weather the College can burn 5,500 gallons of oil a day to heat the various buildings. Cooling is provided by chilled water which comes from either McCabe Library or the chiller plant behind the Science center.

Underground pipes supply the steam to many of the buildings on the Campus. After the steam is used to heat the buildings it condenses back into water that's returned to the Heating Plant to be turned into steam again.

The steam sent to Kohlberg is used to heat water which is circulated through each room's fan coil heating / cooling unit.

Each room has it's own thermostat to control the space temperature. In offices, occupants can adjust the temperature up or down to suite their needs.

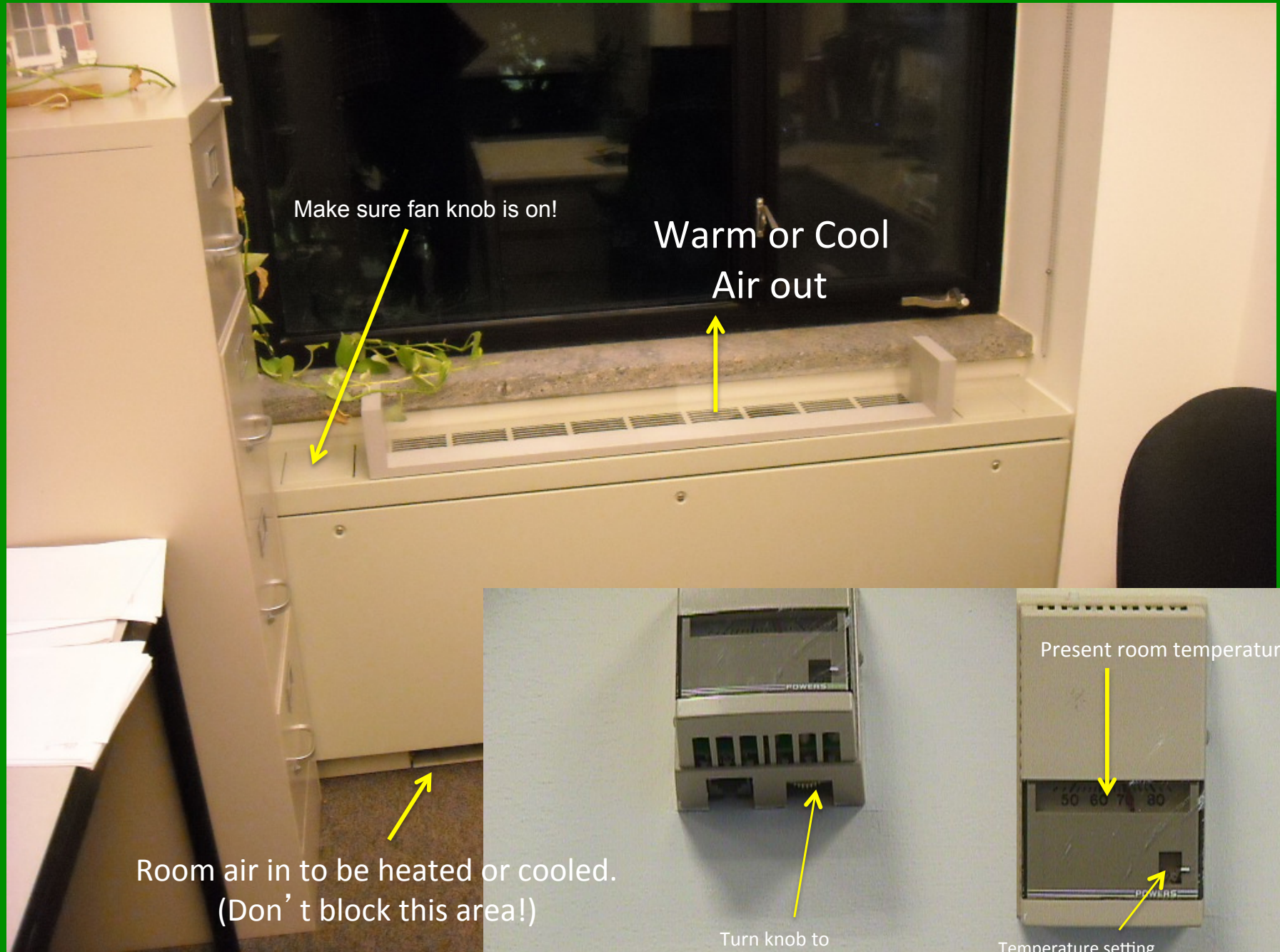
College policy for heating in occupied times 68-72°. Thermostats are limited by the automation system to a maximum heating temperature of 72° and not lower than 64°. Cooling in occupied times is limited to not lower than 73°.

During unoccupied times the heating is reduced and in the summer unoccupied times the air conditioning is off.

Kohlberg is either heating or cooling and as such cooling can not be provided until the heating season is finished.

More College energy information can be found at;  
<http://www.swarthmore.edu/x29161.xml>

# Kohlberg Hall offices heating / cooling system.



Make sure fan knob is on!

Warm or Cool  
Air out

Room air in to be heated or cooled.  
(Don't block this area!)

Turn knob to  
adjust temperature

Present room temperature

Temperature setting  
(what temperature you want the room)