

Administration Building

This thermostat controls the temperature of the air entering the room through the ceiling vents above.

To adjust the thermostat you would press the *up* arrow to increase the temperature and press the *down* arrow to decrease the temperature.

If you have any concerns about the heat in your building, please contact the Facilities Department at 216.397.4314 or submit a work order online during normal business hours.



Winter Break Settings

Close and lock all windows.

Set Danfoss valves to 2 or above.

Set thermostats between 60-65 degrees F.

Remove books, papers and personal items from perimeter heating covers so warm air can circulate.

Remove all food from offices and kitchens

Please note that during the Winter Break the Facilities Department will never turn off the heat to the campus buildings nor reduce the temperature setting below 60 degrees.

Please report any low temperature conditions over the Winter Break to the JCU PD at 397-1234.