

BUILDING ISSUES – HEATING & COOLING

Below is a reminder of what to do in case of heating/cooling issues.

Remind your staff that if there are issues, have them contact you immediately.

- Once a problem is reported, make a determination if the problem affects the entire building, partial building (certain floors or wings), a few classrooms, or only one classroom.
- Make sure all issues are **IMMEDIATELY REPORTED** to the principal and building engineer - Don't assume that they know. Make a formal request that you are kept up-to-date on how long it will take to correct the issue.
- **Is your building safe???** If only a few classes are affected, they should easily be relocated to warmer/cooler areas. If classrooms cannot be accommodated, **IT IS TIME TO CALL THE PFT!** *Remember, even if they are able to fix the problem, it may take hours for the building to be safe!*
- Do not call the PFT and leave a message for your staffer since they may not get the message right away - **ASK TO SPEAK WITH AN INFORMATION OFFICER.** Information Officers can immediately contact district officials to find out if the problem was reported and find out more details.