



SRJC FACILITIES OPERATIONS HVAC REQUEST FORM

Form cannot be accepted without a contact number and/or e-mail address and a Department Chair/Supervising Administrator Authorization signature. Return to my office by inter-office mail or by faxing to our office at 707-524-1668.

THANK YOU FOR TAKING THE TIME TO SUBMIT THIS FORM. ATTACH EXTRA SHEETS IF NEEDED

Extension: _____
Or E-Mail address: _____

Name: _____ Department: _____
requests HVAC for:
Building(s): _____, _____, _____

Table with 5 columns: Office use Only, Room Number(s) (please list room separately if there are varying times for each room), Day of Week, Date ("Now" is not a date), Entry & Exit Times. The table contains 12 empty rows for data entry.

APPROVALS:

Department Chair : _____ Print Name: _____ Date: _____
Supervising Administrator: _____ Print Name: _____ Date: _____

NOTE: Do not fill out this form for scheduled classes, or if you have arranged for a room through the Community Education Department.

The Facilities Operations Department requires at least two (2) days' notice to adjust the regular HVAC schedules. E-mails will not be accepted as a form of notification of an HVAC request.

OUR CAMPUS IS AN ENERGY EFFICIENT CAMPUS, PLEASE READ THE FOLLOWING:

Please be aware of our campus setpoint parameters. The rooms are regulated between the temperatures of 68 and 78 degrees. This means that the room will heat if the room gets down to 68 degrees, and will start a cooling mode if the room reaches 78 degrees.