GENERAL OVERVIEW

In Phillips, heating/cooling works differently than in residential homes where a thermostat can switch to heating or cooling at any time. In Phillips, the whole building must be switched from heating to cooling and vice-versa. Heat is provided primarily by hot water through convector units near windows and secondarily by the fan coil unit. Cooling is provided via the fan coil unit. During heating season, the air-conditioning will not work and during cooling season, the heat will not work. This switch typically happens in November and April (depending on outside temperature). Having issues with the temperature of your room? Please submit a maintenance request at: mars.housing.wisc.edu.

GUIDELINES & HELPFUL HINTS

• Try small adjustments first to avoid overheating/cooling your room
• Make sure furniture, bedding, or belongings aren’t pushed against convectors as this could block air flow
• During heating season, open curtains and blinds during the day when you are home to allow the sun to warm your room naturally, and close them at night to decrease drafts; during cooling season, do the reverse
• Keep doors and windows closed when the heat or air conditioning is on
• Dress for the season: instead of turning up the heat, use blankets and sweaters

HEATING & COOLING CONTROLS

Your room’s temperature can be set from 65 – 75 °F. There are openings at the top and bottom of the convector and the fan coil unit that must be kept clear. The convector is centrally controlled and the fan coil unit is controlled by a dial under the hinged door (see photo). The toggle switch should be set to “auto”. The dial can then be turned to the left (counterclockwise) to decrease the temperature or to the right (clockwise) to increase the temperature.