**GENERAL OVERVIEW**

In Witte, heating works differently than in residential homes where a thermostat can switch to heating or cooling at any time. In Witte, the whole building’s heat must be switched on or off all at once. Hot water is pumped through baseboard convector units located near the window in your room. There are openings at the top and bottom of the unit that must be kept clear. Air-conditioning is provided in common areas such as dens, lounges, and kitchens. Air-conditioning is also provided in your room via a window unit air conditioner. During heating season, our goal is to keep your room at a comfortable range from 65 – 75 °F. 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 CONTROLS**

The convector has a control knob on the front which must be turned to the left (open position) so air can flow freely through the heated fins and release heat into your room. (see photo).

**COOLING CONTROLS**

Air conditioners have separate digital or turn knob controls for fan speed and cooler/warmer air.