

CITY HALL HEAT & A/C START-UP & SHUT DOWN PROCEDURE

Applies to the following areas:

Basement, 1st Floor Hallway, Mayor's Office, Economic Development, Attorney, Conference Room, Clerk-Treasurer and Court Room

For Winter Heat:

- 1.) Locate Boiler # 1 in basement.
- 2.) Turn on Switches 1, 2, & 3.
- 3.) Open Valves A & B (located in basement ceiling near HVAC Unit # 2.)
- 4.) Adjust room thermostat as required.
- 5.) Shut down HVAC Unit # 1 (located in cell) turn off Switch and close Valve.

Boiler #1 supplies hot water to heat Mayor's Office, Economic Development, Attorney, Conference Room, Clerk-Treasurer, Mayor's Secretary, 1st Floor Hallway, Basement and Court Room.

HVAC Unit #1 supplies cooling to Mayor's Office, Economic Development, Attorney, Conference Room and Mayor's Secretary.

HVAC Unit #2 supplies Heat (using Boiler #1 hot water) and cooling for Clerk-Treasurer's Office.

For Summer A/C:

- 1.) Locate Boiler # 1 in basement.
- 2.) Turn off Switches 1, 2, & 3.
- 3.) Close Valves A & B (located on basement ceiling near HVAC Unit # 2.)
- 4.) Turn on Switch & open Valve on HVAC Unit # 1 (located in cell.)
- 5.) Adjust room thermostats as required

Heat for Mayor's Office, Economic Development, Attorney, Conference Room and Mayor's Secretary is controlled by individual thermostats in each office.

Heat for Basement, 1st Floor Hallway and Court Room is controlled by thermostat on rear Court Room Wall.

Cooling for Mayor's Office, Economic Development, Attorney, Conference Room and Mayor's Secretary is controlled by programmable thermostat located in the Mayor's Secretary's area.

Heat and Cooling for Clerk-Treasurer's Office is controlled by thermostat located in their office.

HEAT AND A/C PROCEDURE FOR ALL OTHER AREAS

WATER DEPT

No Start-up or Shut-down procedure required. Area heated and cooled with wall-mounted unit. Various functions identified on control panel.

WEST OFFICES

Engineering Storage, Building Dept., Projects & Procurement, Engineering, Special Events. No Start-up or Shut-down procedure required. Room heated and cooled by system located in the Food Pantry. Heat-Cool functions controlled by programmable thermostat located in the Projects & Procurement Office.

SIDE ENTRANCE

No Start-up or Shut-down procedure required. Area heated and cooled by roof-top unit. Unit controlled by thermostat on south wall adjacent to the stairs.

COURT CLERKS OFFICE

No Start-up or Shut-down procedure required. Area heated and cooled by unit located in utility closet. Unit controlled by programmable thermostat located in their office.

2ND FLOOR OFFICES

No Start-up or Shut-down procedure required. Areas heated and cooled by unit located in utility closet. Unit controlled by programmable thermostat located in hallway.

COURT ROOM

Cooling controlled by (2) thermostats mounted on rear wall.