

# Old Chapel HVAC System Operation

## Building Equipment-

All occupied spaces in the building are ventilated with 100% fresh air. An air handling system, located in the attic, utilizes an efficient heat recovery concept to pre-heat incoming outdoor air.

All rooms have a fan unit in front of each window (see picture below). This fan unit uses either hot water or chilled water to heat or cool the space.

## Cooling/Heating control-

Pumps circulate hot water through the building when the outdoor air temperature below 55 degrees. These pumps will also circulate hot water through the building if outdoor air temperatures remain below 65 degrees for an extended period. The pumps turn off when outdoor air temperatures are above 65 degrees.

Pumps circulate chilled water through the building when the outdoor air temperature is above 62 degrees.

The process of switching between using hot water or chilled water is done manually, this is done in the spring and fall. Because of this manual process, Facilities tries to do this switch only once a season. It's a guess as to the correct date this should occur. Typically, Facilities will look for sustained outdoor air temperatures that stay above 60 degrees daily before switching to using chilled water and cooling mode. (NOTE: A 70- degree day in early April will most likely not have the cooling season enabled for the season)

## Occupant comfort control-

Individual space temperature is controlled by the space thermostat. Users of the space determine incremental time of temperature control (occupied mode) and the temperature set point for control (when occupied). Detailed room thermostat operation is shown in pictures below.

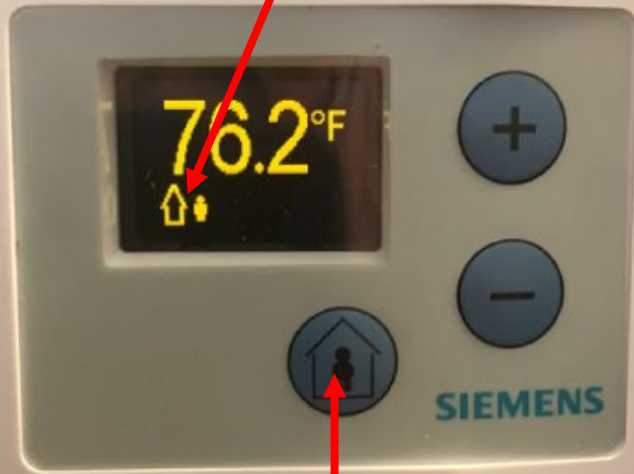
When in occupied mode the room heating / cooling fan unit will maintain the space at the desired heating / cooling temperature set point for 4 hours. Summer cooling season temperature set points can be user adjusted from 75 to 82 degrees. Winter heating season temperature set points can be user adjusted from 65 to 72 degrees.

When in unoccupied mode the cooling set point is 82 degrees and the heating set point is 65 degrees.

Fan unit speed is user selected at the fan unit (see pictures below). Select a speed that provides reasonable thermal comfort. Low speed is suggest for winter heating, high speed is suggested for summer cooling. If the fan is cycling on and off often please lower the speed setting. Please DO NOT turn the fan off.

Find the room thermostat and follow instructions.

This room is in unoccupied mode. The person icon is outside of the house symbol.



Pushing this button in for 1 full second will give your room 4 hours of occupied time. After 4 hours, push again if you continue to be in your room.

76.3°F  
OVERRIDE

Immediately upon pushing the button, the word "override" will show on the screen, then disappear.

This is the current room temperature.



After pushing the button, the person icon will be moved into the house symbol.

## Adjusting the room temperature set point.

Simply push the "+" or "-" symbols to adjust the room set point.



The word "setpoint" will show indicating the current set point.

**Please note:** While these devices will show a minimum set point of 55 and a maximum set point of 95, the room controller will only control between 65 - 72 during heating season and between 75 - 82 for the cooling season.

**Example:** Leaving the set point at 72, will have the unit cooling to 75 degrees during the summer and 72 degrees in winter.

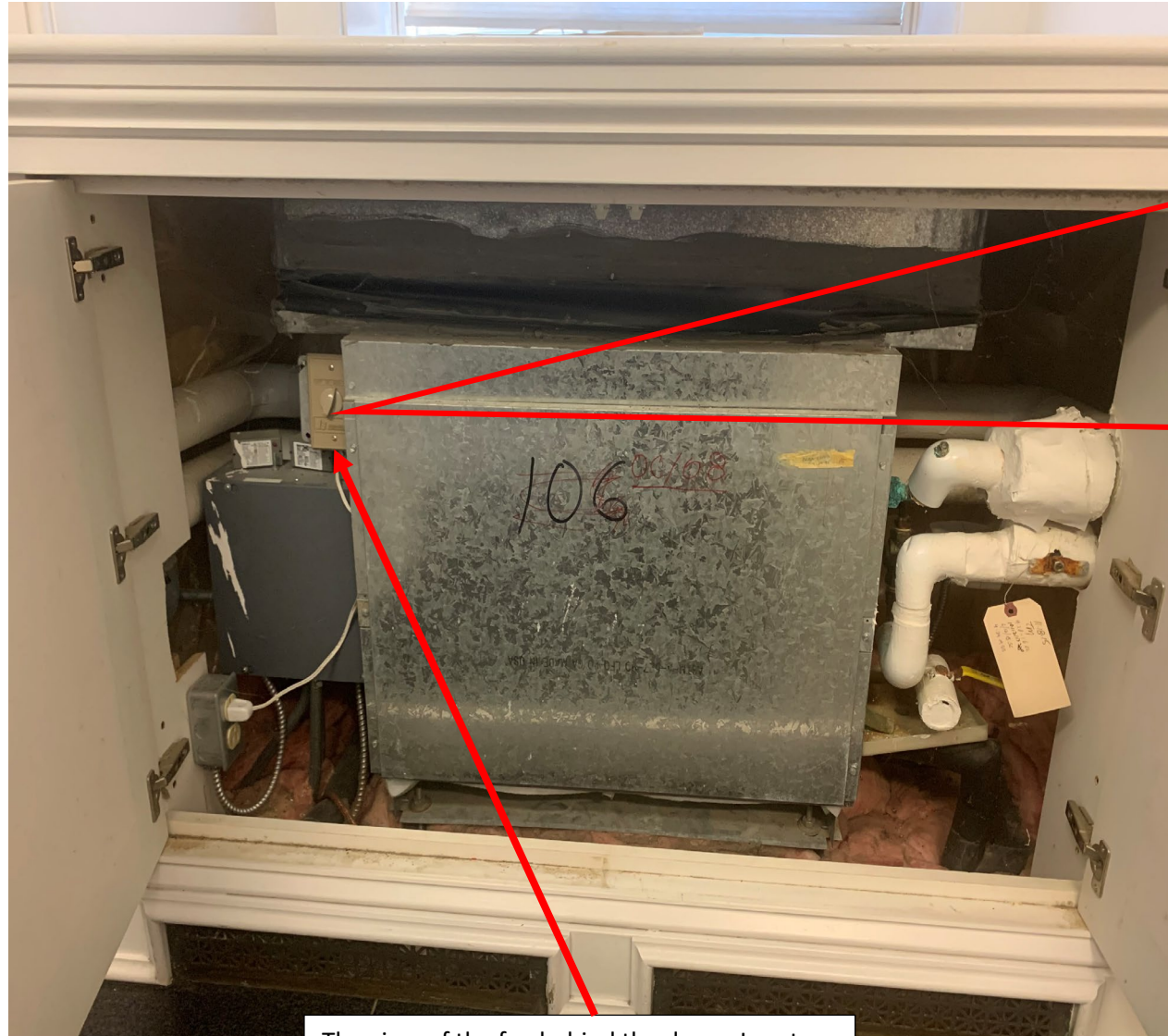


## Locating the fan switch

Notice the grills below the window and at the floor level. Air enters at the floor level and the fan pushes out the grill by the window.



Fan units are located under the windows behind these cabinet doors. Push in on the doors and they should spring open slightly.



The view of the fan behind the doors. Locate the fan switch, ensure that it is not turned off.

