



*Elmer Phelon
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TO: John Jay Community
FROM: Elmer Phelon
Executive Director of Facilities Management
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RE: HVAC Systems Start Up

After a long winter and cool spring, summer temperatures are finally here. We have made it past the shutdown of the New Building system for remedial repairs by DASNY and are back on line.

All other HVAC systems are prepped and are also on line. The New Building, Haaren Hall, Westport, BMW and 54th St Annex all have electrically driven chillers and they provide reliable service and cool fairly quickly. However North Hall, being a much older system from the 1970's does not. These old machines require substantial lead time to start up and begin cooling the building and thus cannot be switched on and off quickly. In addition, if the night time temperatures drop below 70 degrees, we have to shut them down or risk major damage to the equipment. In addition some locations, particularly with south and west facing windows are a challenge to cool adequately. North Hall's 2 old chillers have been tuned up and prepared for operation. They were started up and are in operation. When we know hot days are forecast we start the chillers several hours early to pre-cool the building, this helps to maintain temperature.

Note: North Hall also has an air conditioned faculty staff lounge on the 1st floor, rm. 1501.

To assist in keeping the buildings as comfortable as possible, we ask everyone to;

- Keep the windows closed. Open windows introduce warm & humid outside air which wastes large amounts of energy and money as well as impedes the cooling process. Every open window, specifically in North Hall, defeats our ability to cool and dehumidify.
- Maintain exterior Doors closed.
- Turn off computers and lights when you leave a room.
- Empty and unplug refrigerator's not used to capacity—they introduce large amounts of heat to office suites
- Keep Blinds lowered, particularly windows with direct sunlight. Sun is a major source of heat gain.
- In the event you are experiencing extenuating conditions either warm or cool, please contact myself or our building Engineering Director George Tangredi at **646 557-4649**, gtangredi@jjay.cuny.edu or the main Facilities help desk at **X8541**.

We thank you for your cooperation during this cooling season.