

November 17, 2021

ENERGY & COMFORT @ WSU

WSU Tenant Engagement Program Newsletter for French Administration, Lighty Student Services, and Smith Center for Undergraduate Education building occupants.

TIS' THE SEASON TO BE FREEZIN'



WHAT ARE TEMPERATURE SETPOINTS?

The thermostat in your office or suite measures the ambient temperature of a space and determines if it is below or above the range of acceptable temperatures. This range of “acceptable” temperatures are predetermined based on typical ranges of comfort in buildings and energy efficiency performance. This winter, buildings on the WSU Pullman campus are adhering to a 68-to-76 degree Fahrenheit range of comfort. If you notice your thermostat is reading outside of this range, or you and your colleagues are abnormally uncomfortable in your office, please notify Facilities Services at 509-335-9000. These reports are logged and can help determine HVAC system issues and can aid in resolving common comfort complaints.

TURN YOUR OFFICE INTO “AWAY MODE” DURING ALL UNIVERSITY HOLIDAYS

Before leaving for long holiday breaks, please remember to do the following:

- Remove any food items, things that smell, or could go bad in the time you will be away.
- Turn off all overhead lights, and shut your blinds (if applicable).
- Unplug and turn off any desktop electronics that will not need to be remotely accessed in your time away. This includes monitors, computers, lamps, kitchen equipment, chargers, and other desktop electronics like speakers, tablets, etc.
- If you have a surge protector, please use the switch on the side to safely cut power to any devices that are unneeded during your time away from your office.
- Be sure to remove or secure any “fly-away” items on your desktop that might blow off your surfaces if increased airflow happens while you are away. These items could cause a fire if they land on heaters or radiant panels.

IMPORTANT REMINDER: Never leave space or under desk heaters plugged in while not in use. This equipment poses a serious fire hazard when buildings are unoccupied over holiday breaks.

OUT OF OFFICE

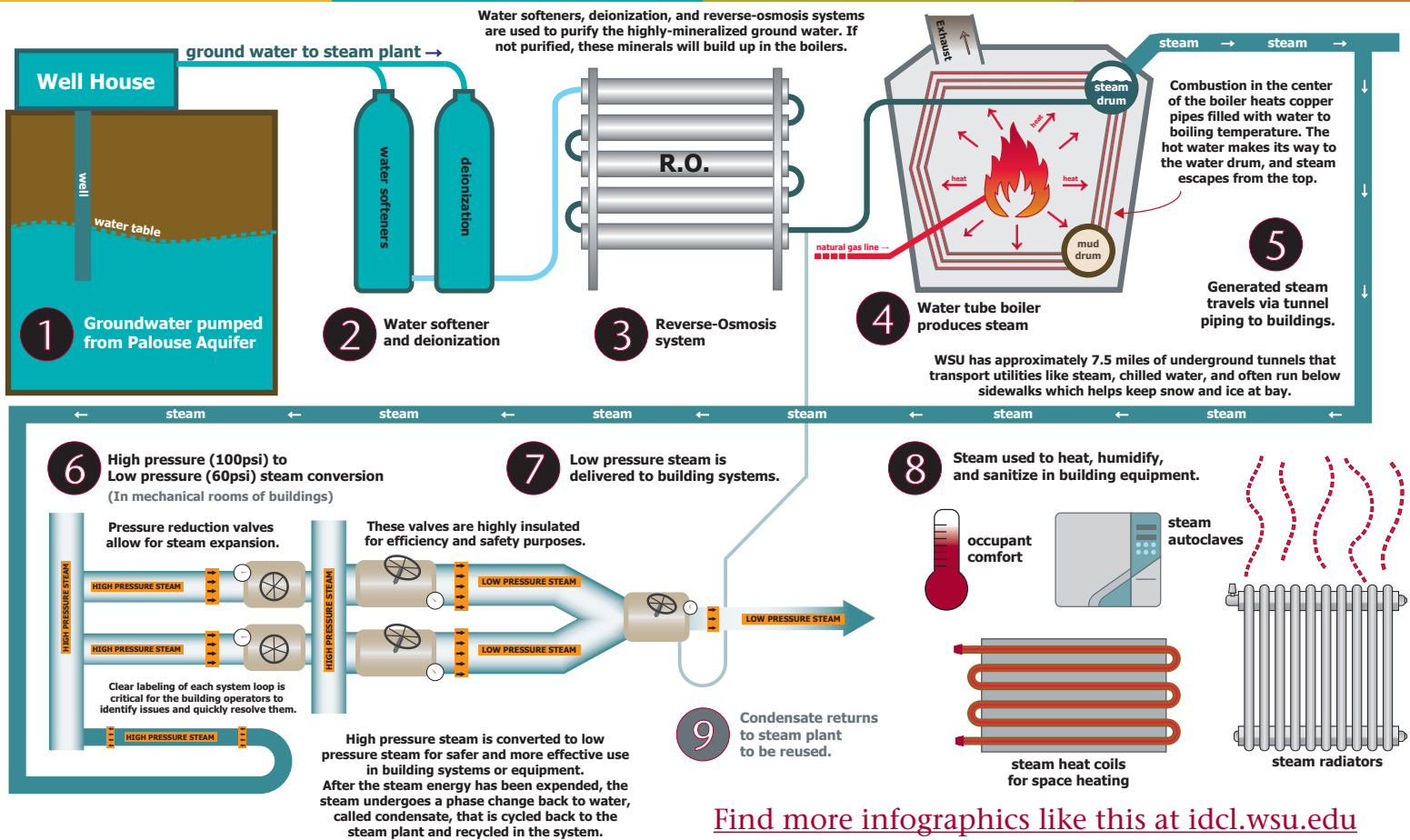
SPACE HEATER SAFETY

Cold weather is upon us. That means it is time to dust off your office space heaters, or potentially replace your uncompliant equipment. Space heaters on campus are **regulated by SPPM 8.50**. Please review university policy regarding space heaters and all associated requirements, and replace your equipment if necessary.



If you have questions or need additional information, please contact WSU Fire & Safety Compliance Officer Darren Jones by phone at 509-335-4310 or by email at dmjones@wsu.edu.

HOW DOES STEAM HEAT WSU BUILDINGS?



IMPORTANT COLD WEATHER SAFETY INFORMATION

IF AN AREA IS SLICK WITH ICE OR SNOW, PLEASE CONTACT 335-9000

The largest cause of injury at WSU is from slips, trips and falls. With winter weather comes ice and snow. Please be extra cautious when navigating metal areas such as grates, street crossings and curbs, and high traffic areas with compact snow or ice. If you find an area that is a hazard, please call 509-335-9000.

WSU NOVEMBER HOLIDAY SCHEDULE

WSU will be closed Thursday November 25th and Friday November 26th in celebration of Thanksgiving Day and Native American Heritage Day, respectfully. WSU buildings will remain locked on these dates.

SAFETY IN BUILDINGS

Please be sure to unplug all unneeded equipment while you are out of office over the holiday break. For everyone's safety please do not prop exterior building doors open. If something in the building seems wrong, please don't hesitate to contact the WSU Police at 911 or the non-emergency number at 509-335-1380. If there is an emergency please pull the fire alarm, evacuate the building, and wait for emergency responders to arrive. If you have a cell phone, please also call 911 to notify them of the situation's circumstances.

EMERGENCY CONTACTS

- In event of a life-threatening emergency please call 911.
- In event of a security or safety concern please contact WSU Safety Services at 509-335-1380.
- In event of a facility issue (such as a water leak) please call Facilities Services at 509-335-9000.

Wishing you a joyous and safe holiday season,

The Integrated Design + Construction Lab's Energy and Comfort at WSU Team

This project is sponsored by Facilities Services and delivered by the Integrated Design + Construction Lab

