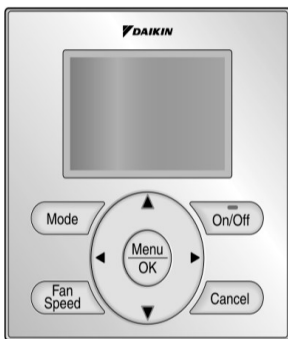


Pauley Hall Fact Sheet

Welcome to Pauley Hall! You can use this guide to learn basic information on how to control the climate in your room, tips for staying warm or keeping cool, what to do if something breaks, basic room FAQs and links to the REHS policy page.

Temperature How-To



Pauley uses a heating and cooling system. Facilities Management has developed a set of best practices to support your comfort, minimize energy consumption, and maintain our campus heating and cooling infrastructure. To this end, for residence halls with air conditioning, our heating and cooling systems maintain an average year-round temperature between 68-75 degrees Fahrenheit. Bell-Young systems provide heating and cooling on a room-by-room basis, and each room works independently from the rest.

For quick reference and easy operation:

1. On/Off button – click once to turn on screen, 2nd button click to turn On or Off. Green light comes on when in On position> No light when unit is Off.
 2. Setpoint adjustment – Up and Down arrows to move desired temperature setpoint adjustments
 3. Fan Speed button – Adjust fan speed from low to high
 4. Mode button – adjust mode from Auto/Cooling/Heating
- *When mode selected, using setpoint arrows Up/Down to adjust desirable temperature setpoint.

Temperature Tips

Need to cool down?

- Keep your windows and blinds closed during the day to help keep your room cool. Open windows at night to help release heat from dorm spaces and create air movement.
- Fans can be your best friend. Remember that fans move air around rather than cooling it, so what you do with a fan and where you put it matters. Set up a fan in the open window blowing the air out. Blowing the air out will create a cross breeze that will push the hot air out; the cooler outside air will automatically be drawn into the room.
- Check that nothing is blocking the movement of air into or out of the vents.
- Invest in an evaporative cooler and fan. Approved evaporative coolers must have a self-contained water source and require no more than 120 volts of electricity at 300 watts.
- On extremely hot days check your email. The College shares information on air-conditioned spaces throughout campus that will remain open later.

Feeling chilly?

- To naturally warm your room, open your blinds to light in.
- Use draft stoppers (like a rolled-up T-shirt or towel) at the base of your doors to keep cool drafts out.
- Use accent or throw rugs made of fabric that offers insulation, like wool, to help trap the heat inside.

■ Something broke! What do I do now?

Visit oxy.edu/student-life/rehs/work-order-requests for information and links to the correct forms to fill out a work order request.



■ Where and how do I do my laundry?

Your laundry is free! Laundry facilities are available in all residence halls and have equipment instructions posted. If something breaks, visit the work order request link: oxy.edu/student-life/rehs/work-order-requests



■ Smoke Detectors

Every room is equipped with a smoke detector. It is against college policy to tamper with your smoke detector; violations of this policy will be referred to the office of student conduct. If your smoke detector is broken, complete a work order request online. oxy.edu/student-life/rehs/work-order-requests.



■ Safety Reminders

- Keep your doors locked.
- Do not prop open your doors or doors to the residence halls.
- Communicate with your roommate about guests in advance.

■ Microfridges

- Avoid attracting critters and bugs by keeping any food or beverages sealed shut and stored in your microfridge.
- At the end of every semester, you must empty and clean your microfridge before move-out.

■ Can my friend visit and stay in the dorm?

Yes, students may have an overnight guest for up to six (6) days in a thirty (30) day period with not more than three (3) consecutive nights, if the presence of the guest does not constitute an inconvenience for roommates or otherwise interfere with the housing community life. You must have the consent of your roommate(s) prior to the visit. In no instance shall a guest become a long-term resident in a College-owned facility. Review the full visitor policy guidelines at oxy.edu/student-handbook/residential-education-and-housing-services-policies.



■ What else should I know?

- **Review the REHS policies website.** Find the College policy for pretty much any question you may have here: oxy.edu/student-handbook/residential-education-and-housing-services-policies.
- Your RAs are here for you! Do not be afraid to ask for help, small or large.
- Your dorm comes with a standard set of furniture. Do not remove your dorm's furniture, or you will be billed for it in its entirety.

