

POLICY AND GUIDELINES FOR HVAC SET-UP

PURPOSE: To provide information on Murphy Road Baptist Church HVAC control.

I. Policy

It is the policy of MRBC to minimize the HVAC cost by strategically programming thermostats for all regular scheduled meeting and additional meetings by request.

II. Responsibility

The Building and Grounds Ministry Team will control the temperature throughout the building using the thermostats located in the AC/Phone Room.

III. Guidelines

A. All Staff, Ministry Leaders, Teachers, AWANA Leaders, and Prayer Groups should complete the Thermostat Setting Request Form below and submit to the Building and Grounds Ministry Team (box in Room 103) for thermostat programming of all regularly scheduled meetings. Additionally, other members may also submit a request as needed.

B. Building and Grounds Ministry Team will control the thermostat set-points for all permanent temperature settings, times, and days of the week.

C. Temporary thermostat settings will be done first by the Building and Grounds Ministry Team, but can also be set by the staff if a Building and Grounds Ministry Team member is not available.

D. Temperature adjustment requests should be submitted on the form below and returned to the Building and Grounds Ministry Team (box in Room 103) and the Building and Grounds Ministry Team will make the appropriate adjustments.

THERMOSTAT SETTING REQUEST

Submitted by: _____ Date: _____

SCHEDULED MEETINGS REQUEST

Name of Meeting: _____ Room Number/Location: _____

Meeting from: _____ AM / PM to _____ AM / PM

____ Recurring meeting held on _____.
(day of the week)

- Daily
- Weekly
- Monthly

TEMPERATURE CHANGE REQUEST

Please adjust the temperature UP / DOWN by _____ degrees for the Schedule Meeting listed above.
(circle one)