All requested temperature changes within Dowling Hall OR’s 1-4 and Hospital OR’s 8 & 9 will be documented.

**Purpose**

To have accurate records of all requested temperature changes and to ensure proper operation.

**Procedure**

1. Temperatures are user defined and controlled remotely via Building Operator at ext. 4298.

2. When the Operating Room calls, the Central Control Operator shall, (using the Central Control Operator’s log book):
   1. Log the name of the person who called.
   2. Log the date and time.
   3. Log the Operating Room number.
   4. Log the Operating Room temperature needed, if controllable through the building automation system.
   5. Log the Operating Room temperature listed on the building automation system for the room.
   6. The Central Control Operator shall watch the temperature of the room in question for possible problems and notify Air Quality by radio or through Work Control, if there is a problem with the air handler.
   7. After noting Heat load and making any necessary adjustments, additional sub cooling will be brought on line if needed to meet the temperature change requested.