

HVAC SYSTEM

GENERAL SERVICE

Heating, air conditioning (HVAC), and lighting are provided Monday through Friday from 7:00 a.m. to 6:00 p.m. The HVAC system is centrally controlled and is designed to provide you with consistent temperatures within your premises. Should the temperature level change abruptly or be outside of a reasonable level in your office, please call the Management Office.

COMPUTER ROOM HVAC

If you require special air conditioning for any computer facilities you have, please contact the Management Office for details concerning the requirements for this service.

LIGHTING CONTROL

As you may expect, energy-related costs are the single largest operating expense. In an effort to reduce costs to all tenants, we have implemented certain energy management measures. Building lighting is controlled by an automated system, on Monday through Friday, that reduces the lighting by 50% between the hours of 6:00 a.m. and 6:00 p.m., after which all lights (except emergency lighting) are automatically turned off until 7:00 a.m. of the next business day.

AFTER HOURS LIGHTING

If full-lighting is needed during the evening hours, on holidays, or on Sunday, you may make arrangements in advance by calling the Management Office or Lobby Attendant after hours. We will provide after-hours lighting to your floor when requested and the charges will appear on your regular rent invoice.

HVAC SYSTEM (cont.)

Some areas of 303 Second Street are controlled by occupancy sensors. These sensors detect air movement and maintain the lights in the area when it is occupied. When an area is unoccupied, the sensors will detect there is no one in the area and automatically turn off the lights to conserve energy.

If any adjustment is required for a sensor in your suite, please contact the Building Office and an engineer will promptly adjust the necessary sensors. The lights, which are not controlled by sensors, are controlled by individual switches. In order to reduce operating costs, please turn off all of the lights in your suite when you leave in the evenings. Calculators, radios, computers, and coffee machines should also be turned off each evening. Every tenant will benefit from these simple measures to conserve energy.

If you have a light out in your office, please call the Building Office to place a work order. Standard lighting is replaced at no cost to the tenant. For a fee, the engineering staff can replace any custom or specialty lighting, such as track, accent, or spot lighting.