

## How to Address Extreme Building Temperatures

**Faculty are urged to make use of all of the following channels to report problems with campus building temperatures:**

1. Create a work order through the facility services website

[https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Flsu.famis.com%2F360LoginScreen.asp%3FReturnUrl%3D%252fLB\\_Create\\_a\\_Request.asp&data=05%7C01%7C7Chyveld%40lsu.edu%7Cfaaad6e84edf4d5fdc7b08daf3354de3%7C2d4dad3f50ae47d983a09ae2b1f466f8%7C0%7C0%7C638089707508630420%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Mb2Ii10sFARJhvKsCL%2BOfX30BDG199Vfe0PNw8AgfYw%3D&reserved=0](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Flsu.famis.com%2F360LoginScreen.asp%3FReturnUrl%3D%252fLB_Create_a_Request.asp&data=05%7C01%7C7Chyveld%40lsu.edu%7Cfaaad6e84edf4d5fdc7b08daf3354de3%7C2d4dad3f50ae47d983a09ae2b1f466f8%7C0%7C0%7C638089707508630420%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Mb2Ii10sFARJhvKsCL%2BOfX30BDG199Vfe0PNw8AgfYw%3D&reserved=0)

2. Call facility services to make a request: Customer Service Center 225-578-3186

3. File a report with the Administrative Process Improvement Committee (APIC)

<https://www.lsu.edu/apic/form.php>

"APIC welcomes administrative process concerns identified by faculty and staff. All submissions will be reviewed and considered by the committee."

4. Notify the Building Coordinator of your building.

Additional info from <https://www.lsu.edu/fs/faqs.php>

### **How do I schedule air conditioning or heat in my office, lab or classroom after normal business hours?**

Call Customer Service and request that the air conditioning or heat be turned on during the time you will be in the space. Please give the building name, room number, and expected length of time you will remain in the room and our staff will adjust the air conditioning/heating schedule.

A three day notification is required to ensure that requests are properly scheduled. If the request is unplanned, please contact Customer Service as soon as possible and before 4:30 p.m.

### **How do I change the air conditioning/heating schedule in my space?**

Send an email to [facilityservices@lsu.edu](mailto:facilityservices@lsu.edu) requesting the change. Please include the building and room number(s) that need to be rescheduled, the new days and hours, reasons for the change, and a contact person.