

DGS Facilities Maintenance Division (FMD) Annual Cooling to Heating System Switchover Operation

As the District's implementation agency for all District owned and managed facilities, the Department of General Services (DGS) is preparing for cold temperatures during the 2021 winter season, as a part of our annual Fall and Winter Readiness Operations.

To prepare for cold temperatures this winter, DGS will be working with all District of Columbia (DC) government properties to transfer air conditioning (HVAC) systems to heating and ventilation, and from air conditioning to heating.

All DC government properties are undergoing a transitional phase of switching from cooling season to heating season. This annual switchover phase begins the third week of October and last for approximately 30-45 days.

Please note that as we transition to heat, industrial sized facilities, such as schools and recreation centers, may take at least a day to switch the system from cooling to heating. Unlike residential properties switching from cooling to heating involves major HVAC engineering work and systems cannot switch back to cooling once taken offline until the following season. During this time, temperatures may fluctuate 30 degrees within a 24-hour period impacting target comfort levels.

To help keep buildings, occupants, staff, and visitors as comfortable as possible during the heating transition, DGS recommends the following activities to optimize comfort in your space once the process is initiated:

- Ensure thermostats are at proper settings (comfort range is 68-74 degrees)
- Remove any items causing blockage of vents or Air Handling Units
- Open windows: Windows should be closed once the heating system is fully operational
- Stay hydrated, bring a refillable water bottle if possible
- Notify on-site facility maintenance staff if there is additional support required
- Report any heating related issues to your designated facility maintenance or operations POC or call 202-576-7676.

DGS remains committed to providing safe and efficient air filtration, ventilation and comfort within all District buildings and appreciates your patience during this annual heating transition period.