

2019 DGS COOLING SEASON

DCPS, DPR and municipal client cooling schedule

April 2019

To prepare for warmer temperatures this spring, starting in April, the Department of General Services will be working with all District of Columbia government properties to transfer heating, ventilation, and air conditioning (HVAC) systems from heating to air conditioning.

Switching from heating to air conditioning involves major HVAC engineering work, and systems cannot switch back to heating once taken offline until the following season. The transition is a two part process where heating units are turned off prior to cooling units being turned on. To that end, heating units will begin to be turned off starting April 1st with completion by April 15.

The following are the scheduled turnover dates for the second phase of the process and when DC facilities will have cooling online across the District:

LOCATION	START DATE	THROUGH DATE
DPR	April 21	April 27
Municipal	April 28	May 1
FEMS and MPD	May 2	May 4
DCPS	May 5	May 11

Please note: this schedule is subject to change pending any unforeseen circumstances.

Industrial-sized facilities, such as schools and recreation centers, may take up to four (4) hours to switch the system from heating to cooling. The length of time will depend on the type and capacity of the HVAC unit. Larger buildings may take up to 12 hours for the entire facility to cool. DGS will begin the transfer process with schools, recreation centers, and senior centers.

During this transition, temperatures may fluctuate up to 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 cooling transition, DGS recommends the following activities:

- Notify maintenance staff if there is additional support required
- Pull down shades to reduce room temperatures in rooms facing the sun
- For sites with adequate cooling remove any items causing blockage of vents or Air Handling Units
- Ensure thermostats are at properly settings (comfort range is 72-76 degrees)
- Remain hydrated

The following is the AC-related Issues Protocol:

- 1) Contact your designated facility Point of Contact (POC)
- 2) They can decide if a ticket needs to be submitted to DGS via the DGS Sales Force system
- 3) The designated POC may also call the DGS FIRST team at (202) 576-7676, 24 hours a day, 7 days a week.
- 4) The POC can find updates on repairs in the DGS Sales Force system

Thank you for your patience, we look forward to providing you with quality cooling very soon!