Please note the heating is controlled centrally using programmed settings and should not be modified to ensure we maintaining a green office

## **Heating Settings**

Mon to Fri 08:30 - 16:30pm

Temp 21 deg

Heating is off outside of these times

## What happens if you find the temperature too cold or too hot

Based on the shape and size of the office, different parts will experience slightly different temperature. Whilst the heating temp is set at 21 degrees, this temperature is set at the height of the heating units and the air is circulated by fans, therefore you may experience a slightly lower temperature at different locations.

If there are consistent issues please use the Contact Page on this webpage to let the property manager know and they will investigate.

## What happens if I am working or at an event outside of the set hours and the area is too cold.

Please raise the issue with management who can temporarily overwrite the set heating schedule by increasing the temperature on the control units. We would ask that when you leave the office space you make sure to click the off button to ensure the heating turns off, as if in boost mode it will remain on until the next timed on event, e.g. if boosted at 18:00 and not turned off, it will stay on all night (or all weekend if on a Friday) until it resets at 06:30 the following morning. As you can imagine energy usage for such a large area is substantial and the strong preference is that the controls are not interfered with wherever possible, and always turned off after use. This helps reduce operating costs substantially and make the building more green. Benefits we hope to be able to pass on to our tenants in keeping rates

low.