



# HVAC Change Request

To request a change in the current HVAC schedule or temperature of a location, submit this form completed via e-mail to [Nicole.Schlottfeldt@ucf.edu](mailto:Nicole.Schlottfeldt@ucf.edu).

Requester Name:

E-mail Address:

Phone Number:

Date:

## Location Requesting Change

Building Name:

Building Number:

Room Number(s):

**Request Description:** Please provide a detailed reasoning for this request, applicable room sensitivities, etc.

This request is to...

*Option 1:* Change the occupancy schedule of the above location to different hours of operation.

*Option 2:* Adjust the temperature set point of the above location when it is occupied.

*If you chose Option 1:*

### Desired Occupancy Schedule

Complete the weekly schedule below to indicate the desired hours of operation. The daily time duration will be when the HVAC is in "occupied mode" or ON.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

What is the duration of this request? (i.e. a specific date, date range, biweekly, one semester, permanently)

*Note: Long-term requests will be reevaluated annually for continued applicability.*

*If you chose Option 2:*

### Temperature Adjustment

What is the new temperature setpoint desired for this location?

°F

What is the duration of this request? (i.e. a specific date, date range, biweekly, one semester, permanently)

*Note: Long-term requests will be reevaluated annually for continued applicability.*

### Approvals:

Dean / Director

Building Liaison

UES Designee