

# Converting From Heat To Air Conditioning

## *Knowing Your School's Mechanical System*

It's springtime, and schools will have their heating systems converted to air conditioning starting April 8. Your school's mechanical system provides heating, cooling, and ventilation to your building. Twice a year, this system must be shut down for seasonal changeover. This flyer provides information about the changeover process.

### **A Common Question Is:**

At my house, we just flip a switch and we have heat one day and cooling the next. Why can't you do that at our school building?

### **Answer:**

School mechanical systems are very different from residential systems. Boilers and chillers, known as central plant equipment, heat or cool water that is then pumped to the equipment that conditions air for your room. However, only one set of pipes connects the central plant to the room equipment. When the chiller operates, the boiler must be physically disconnected by valves from the pipe loop. Similarly, when the boiler operates, the chiller must be isolated from the pipe loop. Also, prior to switching the valves, the water in the loop must first be allowed time to come back to room temperature. The chiller will not start with hot water in the loop and the boiler cannot be started with chilled water in the loop. The loop temperature can take several hours to equalize.

The complete changeover process can require up to two days in each school, during which time the building has neither heating nor cooling available. Also, after the changeover has occurred, your school will not have heat available. Please be prepared and **dress for the weather** each day; sweaters or jackets work well for chilly mornings.

While each school may take up to two days to convert, it takes approximately three weeks to convert all schools. Maintenance crews will perform the changeover with as little inconvenience as possible. For information on the status of the changeover at your school, please check the status of the changeover work order for your school online or call your maintenance depot.



### **Online Status:**

**Find the status of your conversion by checking the work order in the online Work Order system!**

**Or call your maintenance depot.**

