

## PROCESS FOR REQUESTING AIR CONDITIONING

Air conditioning will be provided for building service teams working in consolidated areas when the chiller is already operating for scheduled MCPS and community activities.

The following steps must be taken to request AC for building services projects:

- **High schools** - Submit calendars for MCPS and community activities to Energy Management five days prior to the beginning of the month.
- **Elementary and Middle schools** – Use the ICB online scheduling system to schedule MCPS and community activities.
- **Building service projects at all schools when chiller is operating** - call the Energy Management Office within 24 hours of when AC is needed.