



HARVARD LAW SCHOOL  
CAMBRIDGE - MASSACHUSETTS - 02138

TO: Faculty and Staff, Griswold Hall  
FROM: Facilities Management  
DATE: June 7, 2007  
RE: Heat and cooling controls

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In an effort to conserve energy, we have updated the heat and air conditioning controls in Griswold. The new equipment will allow us to set back the temperature during nights and weekends while providing occupants the ability to override the setback when working extended hours. Card readers have been installed on the north wall of the central common area on each floor, across from the men's room. If you want additional heat or cooling after 7:00 PM on weekdays or anytime over the weekend, you may swipe your Harvard ID and the system will adjust to the daytime temperature setting for a period of three hours, before returning to the setback temperature. You may swipe again if you wish to further extend daytime temperature. The piping design precludes us from managing this override for each individual office, so please be aware that when you swipe you will be overriding the entire floor.

As always, if the temperature of your office is not comfortable contact Facilities at 5-5521. Thank you for your cooperation in our efforts to conserve utilities.

