

## Process for districtwide temperature setpoint waivers:

1. Someone at the school/facility identifies a need for a temperature setpoint to vary from DCPS DW guidelines (cooling ~ 75 degrees F, heating ~ 68 degrees F)
2. Principal or building principal sends request to Paul Soares. Typically a doctor's note indicating medical need for the temperature adjustment is required.
3. Paul Soares sends request to Dr. Bowers for review. Dr. Bowers calls the attending physician to discuss and confirm that the person's medical condition requires a temperature adjustment.
4. Dr. Bowers approves or denies the request and notifies Paul Soares.
5. If approved, Paul Soares notifies Susan Carew.
6. Susan Carew logs the approved request and forwards **(authorization log)** to HVAC foreman with copy to Station Supervisor and Tony Foyt.
7. HVAC Foreman tells the school mechanic to change the temperature setpoint as indicated by Dr. Bowers.