You and Your HVAC Unit

Maintaining a Healthy and Happy Relationship

Brought to you by:
HVAC stands for Heating, Ventilation, and Air Conditioning.

HVAC systems with Individual Temperature Controls can be found in Bice House, Cauthen House, Kellog House, Shea House, Woody House, Brown College, Hereford College, and Lambeth Field Apartments.

Individualized Operating instructions for your unit can be found at:
http://www.virginia.edu/housing/hvac.php
Your HVAC unit is designed to:

- Keep the air in your living space at a reasonable temperature.
- Prevent your air from being too moist or too dry.
- Filter dust, mold and other allergens.
Any machine, no matter how well made, requires human assistance to perform at the highest level. If you treat your HVAC unit well, it will work well for you.

*Use these tips to keep your HVAC unit performing in the best condition:*
Your HVAC unit needs to “breathe” to do its job.

- Keep furniture, trash cans, books, and clothing away from the unit.
- Do not dry damp towels or clothes on or near the unit.

Remember that your unit can only heat, cool, and filter air that it can “breathe!”
If you adjust the thermostat too often, condensation will build up in your living space, breeding mold and mildew. The optimum setting for your unit is available with its individualized operating instructions.

If you set the thermostat too hot, air will become very dry and can cause nosebleeds and dry skin.

If you set it too cold, the air will become damp and stale like a basement.

If the unit is set to function automatically, be sure that it is set to “Auto” instead of “On.”

Doing this also saves energy and is good for the environment!
Your HVAC unit can only filter so much matter before it becomes clogged.

- Trash, clothes, and other clutter left in your living space create particulate matter that your HVAC unit needs to filter.
- That includes bacteria or mold that may be growing on food, or dirty and wet laundry.
- Take out the garbage, do your laundry regularly, and always dry your clothes and towels in a dryer, not your room. Vacuuming and dusting also decrease the burden on your unit.

*If you don’t help, all that will be circulating in your room!*
Your HVAC Unit isn’t designed to process excess moisture from human activities.

- Run your bathroom exhaust fan while taking a shower or bath and for at least 30 minutes afterwards.
- Keep windows closed during hot and humid months or when rain threatens.
- Use the kitchen exhaust fan when you cook.
- Don’t hang damp clothes in your room.
If your unit is not working properly, contact the Housing Facilities Service Desk at 924-3053 or submit an online maintenance request.

Do not continue operating a unit that is not working properly, turn it off and use the contact information above.

You should immediately report if there is water pooling around the unit, the fan is excessively noisy or does not run, or the unit does not heat or cool the room.
Mold is naturally occurring in the environment, and flourishes in wet and damp areas. It can cause serious illness if allowed to build up in living spaces.

Your HVAC unit, if maintained properly, is your best defense against mold. Remember the tips!

Don’t forget to maintain yourself as well. If you feel ill, contact your personal physician or Student Health (924-5362) to make an appointment with a medical professional.