

# Haines Hall Faculty Offices (Haines)



Fans can be your best friend. Remember that fans move air around rather than cooling it, so what you do with a fan and where you put it matters. Set up a fan in the open window blowing the air out. Blowing the air out will create a cross breeze that will push the hot air out; the cooler outside air will automatically be drawn into the room.

- Check that nothing is blocking the movement of air into or out of the vents.
- Invest in an evaporative cooler and fan. Approved evaporative coolers must have a self-contained water source and require no more than 120 volts of electricity at 300 watts.
- On extremely hot days check your email. The College shares information on air-conditioned spaces throughout campus that will remain open later.

## Feeling chilly?

- To naturally warm your room, open your blinds to light in.
- Use draft stoppers (like a rolled-up T-shirt or towel) at the base of your doors to keep cool drafts out.
- Use accent or throw rugs made of fabric that offers insulation, like wool, to help trap the heat inside.
- Don't place heat-producing lamps or other appliances near the thermostat — this can fool the thermostat into reducing the heat supplied to the room.
- Check that nothing is blocking the movement of air into or out of the vents.
- Close your window shades or draperies at night to help keep the cold out.

## ■ Something broke! What do I do now?

Visit [oxy.edu/student-life/rehs/work-order-requests](https://oxy.edu/student-life/rehs/work-order-requests) for information and links to the correct forms to fill out a work order request.

## ■ Where and how do I do my laundry?

Your laundry is free! Laundry facilities are available in all residence halls and have equipment instructions posted. If something breaks, visit the work order request link: [oxy.edu/student-life/rehs/work-order-requests](https://oxy.edu/student-life/rehs/work-order-requests)

## ■ Smoke Detectors

Every room is equipped with a smoke detector. It is against college policy to tamper with your smoke detector; violations of this policy will be referred to the office of student conduct. If your smoke detector is broken, complete a work order request online. [oxy.edu/student-life/rehs/work-order-requests](https://oxy.edu/student-life/rehs/work-order-requests).

## ■ Safety Reminders

- Keep your doors locked.
- Do not prop open your doors or doors to the residence halls.
- Communicate with your roommate about guests in advance.

## ■ Microfridges

- Avoid attracting critters and bugs by keeping any food or beverages sealed shut and stored in your microfridge.
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