

Dear Community Member,

As we transition into the fall season, you may notice fluctuations in the temperature within your workspace. Please know that maintaining a comfortable environment for all occupants is a top priority for our team. We recognize that consistent temperatures are essential for occupant comfort, productivity, and health.

Facilities Services follow the [Canadian Centre for Occupational Health and Safety's](#) (CCOHS) recommendations by maintaining building temperatures between 20°C – 26°C throughout the year. However, during seasonal transitions—commonly referred to as the 'Shoulder Season'—daytime highs and nighttime lows can vary significantly, leading to fluctuations between cooler and warmer conditions.

York's Heating, Ventilation, and Air Conditioning (HVAC) systems operate with chilled water during the summer and steam in the winter. Unlike residential systems, our HVAC systems require substantial time and resources to transition from one mode to the other. Once the changeover is completed for the season, it cannot be easily reversed.

Our team monitors weather conditions closely and will switch the heating system on once nighttime temperatures have dropped consistently. This timing ensures a smooth transition while maintaining comfortable indoor temperatures and safeguarding our systems against potential disruptions.

We expect the transition to heating to be completed throughout October. In the meantime, we encourage you to follow these tips to stay comfortable:

- Dress in layers to adapt to changing temperatures.
- Open blinds during the day to allow sunlight to warm your space.
- Keep interior doors open to improve airflow.
- Notify the Work Control Centre at 416-650-2401 or x22401 if your workspace temperature falls outside the recommended 20°C – 26°C range.

We kindly ask for your patience as we complete the conversion. To prepare for the switch from cooling to heating, please remember to remove any plants or sensitive equipment away from vents.

Thank you for your understanding and cooperation during this seasonal transition period. Please share this message with building occupants or relevant teams as appropriate. Should you have any questions or concerns, please contact us at facilities@yorku.ca or 416-650-2401 (extension 22401).

Sincerely,

Property Management