

# Sustainable comfort

## How to use this energy-saving relocatable classroom

Every  
child,  
every  
opportunity

### What do the coloured lights mean?

#### READY

The system is ready to allow heating (as temperature is below 19 °C) or cooling (as temperature is above 26 °C). Try opening windows in summer or using ceiling fans before starting the heating or cooling.



The heating or cooling is on. Close all windows. Ceiling fans help with heating and cooling – make sure the winter/summer fan setting is correct.



The ventilation system is working to bring in fresh air. This is called natural ventilation mode. Open windows.



The ventilation system is working automatically to reduce CO<sub>2</sub> levels. Open windows (unless the heating or cooling is on).

### Quick guide

#### When you arrive

**Step 1:** Press the green activation button near the front door. This will turn on lights and the building control system and will allow ceiling fans to be switched on. 

**Step 2:** Look at the indicator panel and follow the instructions.

#### When you leave

Close the windows. The lights, heating/cooling and ceiling fans will automatically shut down after 15 minutes of inactivity in the room.

#### Heating the room

Try the ceiling fans first, making sure they are all switched to the winter setting.

**Step 1:** Check that the green activation button located near the front door is on. 

**Step 2:** Check that the orange light is on (indicator panel). 

**Step 3:** Press the blue button on the control panel in the office. 

Make sure windows are closed when the heating is on.

#### Ceiling fans

Use the switch outside the office to operate the ceiling fans.

Check the green activation button located near the front door. 

Ceiling fans have a summer and winter setting that needs to be changed on each fan.

#### Classroom lighting

Lights will come on automatically when the green 

activation button has been pressed. Depending on light levels, some rows of lights may switch off automatically. You can use the switch on the control panel to override the automatic lighting settings.

#### Cooling the room

Try the ceiling fans first, making sure they are all switched to the summer setting.

**Step 1:** Check that the green activation button located near the front door is on. 

**Step 2:** Check that the orange light is on (indicator panel). 

**Step 3:** Press the blue button on the control panel in the office. 

Make sure windows are closed when the cooling is on.

### Need more help?

View the user DVD and accompanying booklet available at your school. If you need further help contact your school's building facilities manager or visit [www.education.vic.gov.au/relocatables](http://www.education.vic.gov.au/relocatables)