



# Rancho Los Amigos National Rehabilitation Center INFORMATION MANAGEMENT SERVICES POLICY AND PROCEDURE

**SUBJECT: AIR CONDITIONING FAILURE OR ALARM**

**Policy No.: 517**

**Supersedes:**

**Revision Date: New**

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## **I. PURPOSE**

To establish guidelines for Information Management Services staff to follow in the event the Computer Room Air Conditioning Unit(s) fails or the high temperature/humidity alarm is triggered.

## **II. PROCEDURE**

If one of the air conditioning units fails or the air conditioning alarm sounds, the computer room supervisor or other staff present within the computer room should perform the following steps:

1. Move the manual override switch (located in Room 012-C) to activate the other unit. :  
*Note – The switch-box is located on the north wall. To manually switch from one air conditioning unit to the other, enter Room 012-C and move the lever from its current position to the other (i.e. “1” to “2”).*
2. Immediately notify the Building Crafts Department at x7291.

If both air conditioning units fail, the Building Crafts Department should be notified immediately and the Computer Room doors leading into the department should be propped open for additional ventilation. Building Crafts will open a work order and dispatch a technician to troubleshoot the problem.

### **Note:**

If both units have failed, leave both Computer room doors leading into the department open to allow ventilation, until the problem is resolved.