E.4 We have designated a person to report all complaints and temperature fluctuations in our office.

**Intent**
Facilities continually works to address temperature fluctuations and issues in campus buildings. However, they cannot address issues they are not aware of. It is most efficient if these issues are collected by one office member and reported together.

**Point Value**
1 points

**Instructions**
Identify one person within your office who can collect office complaints about temperature issues and fluctuations. This person should regularly report these issues to the Building Administrator so they can work with Facilities to fix them where possible. Consider having this position rotate regularly.

Building Administrator Listing
http://www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1 (search by building)