

## MEMO #01

**From:** James Threadgill  
**To:** Asst Prin\_O/R\_09; Cabinet09; Facilities09; FacilitiesSupv09;  
Principals09  
**Date:** 4/8/09 3:31PM  
**Subject:** Auditorium HVAC

I have received concern about the auditorium HVAC for performances especially this spring.

Due to the heat generated by stage lights and the body heat of an audience, there was concern about the 78\* limit.

The concern seems to hold merit. As such, I requested input from Cabinet.

Please follow this guideline:

On the specific dates of dress rehearsals and the performance itself, the temperature can be lowered to 72\*.

This is true for the time slot of 3 hours prior and 1 hour after the activity ... then return to 78\*.

The maintenance supervisor and the district HVAC department should be notified of the specific dates and times at least 1 week prior to the activity.

Hopefully this will help to provide for comfortable performers and audience.

Seem appropriate?

Jim