

Mott Foundation Building

Frequently Asked Questions

☐ *When is the heat on in the building?*

The low-pressure steam boiler operates continually throughout the winter to supply heat to the building. During the other months of the year the boiler may be on or off depending on the time of day, current and/or projected temperatures, and fluctuating weather conditions.

☐ *When is the air conditioning on in the building?*

The chilled water supply to all air-conditioning units in the building is produced by two large refrigeration systems (chillers) on the roof of the building, and those systems are only operable when the outside air temperature is above 40°. The chillers are controlled by an energy management system which helps maximize efficiency and conserve energy. As temperatures change throughout the seasons, the chiller schedule is modified accordingly in order to keep the building at a comfortable working temperature during the day and to conserve energy at night and on the weekends.

☐ *How do I control my own heat and air conditioning?*

Steam radiators are located under most outside windows and have control valves which regulate the heat produced by each individual unit. The control valve regulates the amount of steam heat to the unit (higher number = more steam), however, each unit's heat output may vary depending on the type of radiator (cast iron or fin tube) and/or on fluctuating demand levels throughout the building.

Most wall thermostats regulate only air-conditioning and each has air volume and temperature control adjustments. However, in certain locations throughout the building the air supply is controlled by an air handler, and in those areas the wall thermostats regulate both the warm and cold air supply.

☐ *Can I access the building after hours?*

The building's main lobby is open to the public Monday through Friday from 6 a.m. to 6 p.m.; however, security officers are on duty in the building 24/7 and may admit authorized persons through the back (alley) door at any time. An intercom on the wall to left of the door may be used to contact a security officer for admittance or a tenant may request a back door access device which provides admittance to the building at any time.

☐ *Whom should I call if I have a maintenance or housekeeping problem?*

Building Operations staff is on duty from 7 a.m. until 4:45 p.m., Monday through Friday, and should be contacted during those hours to report any problems with building mechanical, plumbing, or electrical systems. The housekeeping staff also works five nights per week, Monday through Friday, cleaning restrooms, emptying wastebaskets, vacuuming and/or mopping floors, and dusting most surfaces in office and common areas. Please report any problems with housekeeping or maintenance issues, such as water leaks (even a drip or evidence of a past leak), peeling paint or wallpaper, noisy radiators, or spills/stains, to Building Management.



Can I open my window?

Building windows may be opened approximately 10 inches to allow fresh air into the building (locks prevent windows from opening all the way). However, windows may be stuck shut or very hard to open due to paint accumulation, so please contact Building Operations if you need assistance to open a window.

How do I contact a security officer?

During normal working hours, a security officer is always stationed at the main lobby security desk and can be reached at 810-767-5052. At night or on the weekends when no one may be at the security desk, an officer can always be reached on the building cell phone at 810-240-6530.

Can I hang pictures or other items on my office walls?

You may hang pictures and other incidental materials on your walls; however, any large or heavy item requiring a special support system should be cleared through the Building Operations department before hanging.

Where can I park close to the building?

The closest public parking lot is directly to the north of the Mott Building between First and Kearsley Streets, with an entrance into the lot off from Kearsley. For additional information on downtown parking options, including monthly parking availability and rates, please contact the Downtown Development Authority (DDA) at 810-767-2297.

Who should I call to clean the carpet or blinds in my suite?

Carpet and/or blind cleaning is the responsibility of the tenant and may be scheduled with a cleaning contractor at your convenience; however, please let Building Management know if the work is scheduled for a time other than normal working hours. Michigan House & Window Cleaning is a local cleaning contractor that is familiar with building policies although any other contractor may also be used. For information on current services and rates, please contact Michigan House directly at 810-767-0637.