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## Window Air Conditioner

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Revised: 07.01.02

The University is developing this policy for window air conditioners for several reasons. These reasons are as follows: Proper sizing, proper installation, ensuring wiring will be adequate to run the A/C unit and other loads on the circuit, know the unit exists so maintenance can be performed, and finally the total electrical load that is used.

The electrical load on the campus continues to grow as the demands for electricity grows. As this load increases so does the cost. In order to not reduce other services (due to the increased costs) the load is managed. Your help is needed to keep this cost down.

All purchases of window air conditioning (AC) units to be placed in University facilities must be reviewed and approved by Facilities. Window air conditioning (AC) units that are currently in place are maintained by the Facilities Department at no cost to the department. When Facilities determines the unit is no longer serviceable, the cost for a replacement unit is the responsibility of the department.

Installation of AC units in University facilities will be in accordance with the following procedure:

Requests for AC units shall be submitted on a project request to Facilities for review and approval according to the following criteria:

- Wall mount and window AC units must have an ACEEE-EER (energy) rating of 10.
- Unit BTU capacity will be sized for the space
- Electrical requirements will be determined.
- Installation and electrical wiring costs will be the responsibility of the department. (This cost will vary by building and wiring required.)

AC units will not be removed for the winter and reinstalled in the spring unless requested by the department with a charge to the department for this service. Prior to a move, Facilities will determine if storage space is available.

Effective: 7/1/2002