
Subject: Installation of Window Air Conditioners

1. Purpose

To define a policy for installation of window air conditioners that avoids exterior damage and maintenance problems and maintains a pleasing and consistent appearance of university buildings.

2. Policy

All window air conditioners will be installed so that no portion of the unit extends past the outside wall of the building. This will normally require that a plenum be installed inside the room and that a condensate drain be run to either the building drain system or the outside of the building.

3. Procedures

4. Definitions

Prior to installation, it is required that the Physical Plant be contacted to advise on the availability of sufficient electrical power to safely operate the air conditioners. Design and construction will be coordinated between the Physical Plant Department and the Office of the University Architect.

5. References

6. Approval and Revisions

- Revision 1

Changed Facilities Planning and Construction reference to University Architect due to reorganization.

- Revision 2

Section 3.0 changed to require Physical Plant be contacted.

Approved November 1, 1995, by the Executive Vice President, Minnis E. Ridenour.

Annual review, May 21, 1999, by Assistant Vice President for Facilities, F. Spencer Hall. No revisions.

Annual review November 6, 2001 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr. No revisions.