



# Installation of Window Air Conditioners

## No. 5705

**Policy Effective Date:**  
1/29/1990

**Last Revision Date:**  
7/11/2023

**Policy Owner:**  
Bob Broyden

**Policy Author:** (*Contact Person*)  
Jon Clark Teglas

**Affected Parties:**  
Faculty  
Staff

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

## 1.0 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.

## 2.0 Policy

All window air conditioners in main campus buildings 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.

## 3.0 Procedures

Design and construction must be in accordance with [University Policy 5405, Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities](#) ), the [Virginia Tech, Design and Construction Standards](#), and the [Virginia Tech Climate Action Commitment](#).

## 4.0 Definitions

**Plenum** – part of a building, or pathway, that can facilitate air circulation.

## 5.0 References

University Policy 5405, *Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities*

[www.policies.vt.edu/5405.pdf](http://www.policies.vt.edu/5405.pdf)

Virginia Tech, Design and Construction Standards

<https://www.facilities.vt.edu/planning-financing/design-and-construction-standards.html>

Virginia Tech Climate Action Commitment

<https://www.facilities.vt.edu/sustainability/climate-action-commitment.html>

## 6.0 Approval and Revisions

- Revision 1  
Changed Facilities Planning and Construction reference to University Architect due to reorganization.



## Virginia Polytechnic Institute and State University

- 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.
- Revision 3
  - Section 2: Clarified that the policy applies to all window air conditioners “in main campus buildings.”
  - Section 3: Added updated procedure statement previously listed under section.
  - Section 4: Moved procedure to Section 3 and modified.
  - Section 5: Added reference to University Policy 5405 – Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities.Approved December 7, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.
- Revision 4  
Formatting changes to match university Policy style. Added definition.  
Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson
- Revision 5  
Technical updates to policy author information and addition of references.  
Approved July 11, 2023 by Vice President for Campus Planning, Infrastructure, and Facilities, Christopher H. Kiwus.