

REQUEST FOR INSTALLATION OF AIR CONDITIONER

Revised 3/25/09

THIS FORM WILL NOT BE ACCEPTED PRIOR TO YOUR MOVE-IN DATE.

DATE (returned to office): _____

I, _____, request the University to install my air conditioner in my apartment. I am aware that I will be responsible for providing an air conditioner that meets required specifications. I give permission for maintenance to install the A/C when I am not at home:

Yes__ No__ If no, list 3-4 days with at least a 4 hour block of time each day (between 7am-4pm) _____

Please be aware that trying to schedule times can cause **lengthy delays** in installation and phone calls to residents prior to installation are **not** possible. Also be aware that when there are backlogs of requests, appointments are very difficult to arrange. If maintenance visits the apartment two separate times and cannot enter your apartment, your request will be passed over and returned to the University Apartments Office. It is impossible to make assurances as to when installation will occur.

Air conditioners are normally only installed from **approximately** mid May to late September. Maintenance attempts to install air conditioners as quickly as possible and your patience is appreciated. Please read a/c specifications carefully to be sure that your air conditioner can be installed. **Air conditioners not meeting specifications will not be installed. DO NOT INSTALL YOUR OWN!**

Air conditioners **must** be close to the place of installation at the time maintenance arrives. Due to possible liability maintenance are not permitted to move air conditioners from floor to floor. During certain times in the summer there is a back log of requests and there could be a delay in installation. Weather is also a factor in installation and removal (rain, snow, ice, etc.) and could also cause a delay.

SCHIEDLER APT. # _____	(For Apartments #1 - 246)	(For Apartments #247-250)	(For Apartments #251-450)
	-Living Room _____	-Living Room _____	-Front Bedroom _____ (2 bedroom only)
	-Front Bedroom _____		-Back Bedroom _____ (3 bedroom only)
			-Living Room _____

SIGNATURE: _____ Apt # _____ PHONE # _____

OFFICE USE ONLY: MEASUREMENTS: _____ INSTALL DATE: _____

INSTALLED BY: _____ SOMEONE HOME? yes__ no__ Who? _____

AIR CONDITIONER INFORMATION

HOW MANY AIR CONDITIONERS ARE PERMITTED PER APARTMENT?

There is **one** air conditioner permitted per apartment. If you have a medical need for a second air conditioner, **you must obtain the necessary paperwork to be completed by you and your physician** then submit the forms for approval. There is no installation fee unless you choose to relocate an a/c that has already been installed.

SIZE REQUIREMENTS AND SPECIFICATIONS:

Air conditioners must measure no more than 16 inches in height, and be wired for 110-125V electricity. They should also measure at least 16 inches in depth (from the front to the back of the unit). Suitcase air conditioners, other portable air conditioners, and air conditioners with a center drain are **not** permitted and will not be installed. Air conditioners not meeting the depth requirement will not drain properly outside the window and will not be installed.

WHO INSTALLS AIR CONDITIONERS AND WHEN WILL INSTALLATION OCCUR?

Air conditioners must be installed by University Apartments maintenance staff. Unauthorized installation including any damage caused by improper installation will be billed to you. Air conditioners are normally only installed from approximately mid-May to late September. Installation occurs as quickly as possible after your request is returned to the office. During certain times of the summer (when the temperatures are high or during heavy move-in times), there is a backlog of requests and there could be a delay in installation. Weather is also a factor in installation and could also cause a delay. It is recommended that you don't schedule times for installation as it can cause **lengthy delays**. Phone calls to residents prior to installation are **not** possible. If you want to be present for installation, you need to list at least four hour blocks of time on several different days. Please be aware that when there are backlogs of requests, appointments are very difficult to arrange. If maintenance visits the apartment two separate times and cannot enter the apartment, your request will be passed over and returned to the University Apartments Office. It is impossible to make assurances as to when installation will occur.

HOW YOU NEED TO PREPARE FOR INSTALLATION:

Your air conditioner must be placed next to the window where it is to be installed. If new, it must be removed from the box and any required assembly must be completed. Due to liability reasons, maintenance staff **cannot** move the air conditioner from one floor to another or remove it from a vehicle. Failure to have the a/c unit in the proper place at the time maintenance arrives, will result in a delay of your air conditioner being installed and/or your request being removed from the installation list all together.

PLEASE MAKE SURE...

Once your air conditioner is installed, you need to periodically check and clean the filter in the air conditioner. The filter is put there to keep the air conditioner clean inside and to keep the unit working properly. A dirty filter can cause the air conditioner to freeze up and/or cause the air conditioner to drain improperly. This can cause water to leak into the window or on the wall and floor. If this happens, you will be responsible for the cost of any damage. If you have an owner's manual for the a/c, check it for information on removing and cleaning the filter. Most times removing the filter involves opening or removing the front cover of the unit and pulling the filter out; cleaning involves just rinsing the filter under running water.