

## **APPENDIX R**

2006 Edition, Published January 1, 2006; Document Revision Date: January 1, 2006

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### **WINDOW AIR CONDITIONER POLICY**

1. Evaluate the circumstances for suitability and consider the use of window air conditioning units only as a last resort.
2. Unit shall not protrude beyond the exterior surface of the building. Unit shall be installed in a manner to assure proper condensate flow. Installations, whenever possible, should permit winter closing of windows (double hung and single hung type) past the exterior surface of the unit. This will both conserve energy and somewhat discourage improper turn-on at temperatures below 50 degrees F.
3. Install only in lower sash to provide better access for maintenance.
4. Provide a separate electrical circuit for each unit (typically 208 volt). The 208 volt characteristic results in somewhat more efficient use of energy and also acts as a deterrent to theft for use in residential applications.
5. Purchase and install only units, which do not have side vents for condenser air exchange (rear vent units are capable of internal mounting so that windows can close past them in winter).
6. Insofar as feasible, standardize with a single manufacturer's units to minimize problems with stocking parts and familiarization of maintenance personnel.
7. Obtain approval from Facilities Operations and Development, Utilities Division prior to any window unit installation; install with timer. Prohibit use of combination heat/cool units.
8. Prohibit purchasing and/or installing a window unit in a University building without proper review and authorization.

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END OF APPENDIX R