WINDOW AIR CONDITIONER POLICY

1. Evaluate the circumstances for suitability and consider the use of window air conditioning units only as a last resort. Obtain approval from the University Architect and the University Engineer prior to any window unit installation.

2. Unit shall not protrude beyond the exterior surface of the building. Unit shall be installed in a manner to assure proper condensate drainage and without using the building façade as a surface path (staining potential) to grade level or creating a nuisance or hazard to pedestrians. 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. Use of combination heat/cool units is prohibited.

8. Purchasing and/or installing a window unit in a University building without proper review and authorization is prohibited.

9. Window air conditioners, when permitted, shall have a 240 volt DPST timer; 0-4 hour for offices; and 0-12 hour for computer rooms and laboratories. Timers are not required for residential applications.

END OF APPENDIX R