

**University of Guelph, Family Housing**  
**AIR CONDITIONER INSTALLATION APPLICATION FORM 2011**

DATE: \_\_\_\_\_ NAME \_\_\_\_\_ UNIT # \_\_\_\_\_ CA or WW \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

# of AIR CONDITIONERS TO BE INSTALLED \_\_\_\_\_ or OPERATED \_\_\_\_\_

\$100 installation & fall removal or winterization of AC

\$100 yearly energy charge for installed or portable AC

*NOTE: Payment is due on receipt of this application.*

PREFERRED LOCATION OF INSTALLATION(S) \_\_\_\_\_  
(Installer will confirm appropriate location for your unit.)

PREFERRED DATE & TIME FOR SCHEDULING \_\_\_\_\_

*To ensure safety and proper installation of your air conditioner it must be installed by our University of Guelph Maintenance Staff.*

When an AC must be installed in a window that has to be removed, the AC will be removed in the fall and the window replaced for the winter. *The installation fee of \$100 will be charged again the following season.*

All air conditioners must be CSA/UL/CUL approved and will carry refrigerant R134A (ozone friendly).

All air conditioners are required to have the energy star label or must be manufactured **within the past ten years**. It is the resident's responsibility to provide the University with documentation of the purchase date of the air conditioner if there is no energy star label on the unit.

*This form is to be completed yearly to maintain up to date information and charges.*

*Please check applicable box*

Energy Star label on air conditioner? Yes  No  If not, proof of purchase date provided? Yes  No

Please return this form to the office and we will schedule our staff to install/winterize your air conditioner. You may use the drop boxes after hours at both sites (unit 132 – 78 College Ave. W. or unit 140 – 252 Stone Rd. W.)

Family Housing  
132 – 78 College Ave. W.  
[famhous@uoguelph.ca](mailto:famhous@uoguelph.ca)  
519-824-4120 X56884 (Maintenance Desk)

Office use only: Installation done \_\_\_\_\_ W.O. # \_\_\_\_\_ Date: \_\_\_\_\_

Rental Clerk emailed to charge tenant account \_\_\_\_\_ Date: \_\_\_\_\_

## Family Housing Air Conditioning Guidelines

78 College Ave.

### **A. Installation Plan for Apartment and Townhouse Models**

Model Style	Approx. area (sq. feet)	Approved Installation Location	Maximum Size of Air Conditioner (inches)
College Ave. Apt. A, B, B1, B1M, D, E	750 - 940	Sleeve or box provided	22 wide x 14 tall
College Ave. Apt. C, CH, CM, EH	700 - 820	Patio window	21 ½ wide x 35 ½ tall
College Avenue F (Townhouse)	1,025	Patio window	21 wide x 34 tall
		Bedroom window	16 wide x 38 tall

*Note: The air exchange system, VanEE, in College Avenue apartments and townhouses should be shut off so that the hot exterior air is not brought into your home when the air conditioner is running.*

250 Stone Road, Wellington Woods

### **B. Installation Plan**

Model	Approx. area (Sq. feet)	Location	Maximum Size (inches)
Wellington Woods TH	Main floor: 500	Living room	29 ½ wide x 26 tall
	Top floor: 500	Front bedroom	29 ½ wide x 30 tall
		Study room window	29 ½ wide x 30 tall
		Alcove master bedroom window*	34 wide x 11 tall

*\*These windows are only in townhouses where the balconies in the master bedrooms have been converted to alcoves.*

### **C. Purchase Guidelines**

Local retailers, such as hardware stores, can provide you with the area that the air conditioner unit is designed to cool.

- ✓ Energy Star, high efficiency rating required.
- ✓ CSA/UL/CUL approval required.
- ✓ Refrigerant R134A (ozone friendly).
- ✓ Choose either horizontal or vertical styles as long as the width and height dimensions are below or at the maximum size for the installation location for your townhouse or apartment model style.
- ✓ Generally, the higher the BTU rating, the larger the area the air conditioner cools. Air conditioner window units are not designed to cool the entire area of an apartment or townhouse. You may need to use a fan to circulate cool air from the living room to your bedroom.