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
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

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

*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

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

*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.