



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



FULL NAME	DATE OF REQUEST
UNIT # CA <input type="checkbox"/> WW <input type="checkbox"/>	PHONE NUMBER
CONTACT EMAIL:	
Number of Air Conditioners to be INSTALLED:	Number of Air Conditioners to be OPERATED:
Preferred DATE for Scheduling:	Preferred TIME for Scheduling:

AIR CONDITIONING CHARGES:

- \$200 / per unit installation and fall removal or winterization of AC and energy charge
- *NOTE: air conditioning fees will be added to your rental account after installation is complete*

PLEASE NOTE:

- To ensure safety and proper installation of your air conditioner, it must be installed by our University of Guelph Maintenance Staff.
- This form must be completed yearly to maintain up to date information and charges.
- 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.

Family Housing
 132-78 College Ave W
famhous@uoguelph.ca
 519-824-4120 ext. 56884 (Maintenance Desk)

OFFICE USE ONLY:

Installation Done:	W.O. #	Date
Rental Clerk Email to charge account: <input type="checkbox"/> Date:		