



Request for Air Conditioning Approval

Capital Planning and Development

Use this form to request air conditioning for rooms within a university building. Capital Planning and Development's Capital Planning Unit will review each request. Once the Dean has signed off to approve this request (see approvals below), submit the completed form to the CPD Liaison assigned to your department. Requests will be added to the project list for your department's Capital Plan. If the project is approved and is funded, the project will progress.

Capital Planning Requirements

- Capital Planning will select the best system configuration for the space and provide a cost estimate to the user for approval.
- Once the user has approved the estimate and provided an index number, Capital Planning will initiate the design and construction process. Users will be kept abreast of progress through meetings and reviews.
- Occupants may not be able to change the room temperature.
- Window air conditioning units will no longer be installed on campus, except in very specific individual research-related cases. Contact your CPD Liaison for more information.
- AC units in non-research areas will have electronic controls allowing temperature set back when space is unoccupied.
- AC units in non-research areas will only be allowed to operate between May 15 and September 15.

Department Responsibility

- Justify the need using the criteria listed above.
- Pay for the design, installation, and project management costs necessary to install the unit(s).
- Pay for any required system maintenance. Facilities Services will perform all system maintenance.
- Employees seeking air conditioning for medical/health reasons should first contact the Office of Equity and Inclusion to start the accommodation process.

Date:		Submitted By:		Phone:	
Building:		Department:			
Room Number(s):		Dean:			
Present room classification and use:					
Reason for requesting room air conditioning. Select one					
Rooms used for research:			Non-research room use:		
<input type="checkbox"/>	Temperature control required for research activities		<input type="checkbox"/>	Occupied computer lab used for instruction with a summer temperature greater than 78F.	
<input type="checkbox"/>	Heat buildup from equipment such as autoclaves, freezers, etc.		<input type="checkbox"/>	Occupant health issue. Attach approval from the Office of Equity and Inclusion for an accommodation.	
<input type="checkbox"/>	Occupied computer lab with a summer temperature greater than 78F.		<input type="checkbox"/>	Occupant comfort.	
Approvals:					
By signing you agree to the requirements listed above.					
	Signature		Date	Approved	Disapproved
Department Dean					
	Name:				
Capital Planning					
	Name:				
Facilities Services					
	Name:				
Comments:					

1. Users with existing window air conditioning units that need to be replaced must complete a new air conditioning request form and submit it for approval.
2. Facilities Services will remove any unapproved air conditioning unit installations.
3. Window air conditioning units must be installed by Facilities Services. Units not installed per standards will be removed by Facilities Services.