

Guidelines for Air Conditioner Purchases Summer 2009

Faculty and staff are asked to comply with the following step by step guidelines regarding the purchase of room air conditioners.

Step One: Before purchasing an air conditioner you must have Senior Officer Approval. The Senior Officer will consider the request based on budget, need and aesthetic issues. Air conditioners may only be purchased with current operating funds.

Step Two: Once you have received approval from your Senior Officer, please call Facilities Management at extension 3333 to evaluate the area where the unit will be located. Facilities will evaluate the area to determine the appropriate air conditioner size and will inspect the electrical service to ensure it is sufficient to run the unit.

Step Three: Based on Facilities Management's evaluation of the area, Facilities will select the appropriate model. Each selection will be chosen due to its energy efficient ratings and approximate size for the space. The requesting department is responsible for purchasing and picking up the unit.

Step Four: Once the unit has been picked up and is available for installation call extension 3333 to request installation of the unit. Please allow several weeks lead time for installation.

Step Five: Adhere to established College guidelines regarding appropriate cooling temperatures.

Step Six: At the end of the season call extension 3333 to request to have the unit removed from the window. ***The purchasing department is responsible for storing the unit during the off season – the College does not have storage space for air conditioners.***