

Policy Number: 1980-02  
Effective Date: 01/01/1980  
Revised Date: 02/04/2020  
Applicability: Financial Managers

**Purpose**

To identify a reasonable and consistent policy concerning the installation and maintenance of window air conditioner units in university academic and administrative buildings.

**Policy**

Window air conditioning units may be authorized for those areas of buildings that are not serviced by central air conditioning under the following conditions:

1. The department must pay for the initial purchase of the specified unit and installation cost.
2. All specifications and work will be accomplished through the office of Facilities.
3. Following installation, Facilities will assume responsibility for operating costs, maintenance, and eventual replacement.

*Keywords: Air Conditioner, Window*