



# Marietta College

## DEPARTMENT OF RESIDENCE LIFE: AIR CONDITIONER REQUEST

PLEASE TYPE OR PRINT

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Residence Hall/House: \_\_\_\_\_

Room #: \_\_\_\_\_

Campus Mailbox: \_\_\_\_\_

Campus Extension: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### CRITERIA FOR AIR CONDITIONER

#### **Installation must be completed by Marietta College Physical Plant**

- Installation will be by appointment within three workdays of receipt of approval from Residence Life.
- Units that are found to be unsafe, in disrepair or do not otherwise meet the above criteria shall not be installed.

#### **Air Conditioner must meet the following criteria**

- Size 6,000 - 8,000 BTU. No more than one unit per room.
- EER of 8.5 or better
- 115 Volt unit not to exceed 15 amps
- Window style unit with frame and adjustable screen to seal window opening

#### **Additional Information**

- If approved, a charge of \$115.00 is assessed to the student's bill to cover College expenses.
- Students who leave window units for removal and disposal by Physical Plant will be billed \$50
- Physical Plant will not troubleshoot, maintain or repair student owned units.

**Return this form with your physician's verification letter to: Department of Residence Life, 215 – 5<sup>th</sup> Street, Marietta, Ohio 45750. Please do not send in your payment. The charge will be placed on your campus account.**

I have read and understand the requirements for air conditioners at Marietta College. I agree to follow the guidelines set forth for size and installation of the air conditioner unit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please Attach Physician's Verification*

### OFFICE USE ONLY:

#### ***To be completed by Residence Life***

Approved       Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### ***To be completed by Physical Plant***

Installation Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

#### ***Business Office***

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

**Credit Physical Plant Account #: 65200-64650**