



Marietta College

Request for Medical Air Conditioner

Marietta College requires physician verification for a student to be approved to have an air conditioner in his/her college room. There must be a valid and documented reason for this authorization.

A request for use of a personal air conditioner (A/C) in your residence will be approved under the following conditions:

- You have a chronic medical condition that necessitates use of an A/C.
- You submit this application and verification from your doctor that outlines this necessity.
- Marietta College's Disability Services and/or Health Center staff validates and concurs with your request.

Medical Documentation for this request must meet the following criteria:

A qualified medical professional must provide a letter on official letterhead that includes a clear statement of the medical diagnosis, the basis for diagnosis, a description of treatment plan, patient response and prognosis, as well as the current impact of the disability as it relates to the housing request that is being supported. The credentials of the diagnosing professional must be listed if not clear from professional letterhead or other forms. The diagnosing professional may not be a family member.

A NOTE ON A PRESCRIPTION PAD IS NOT AN ACCEPTABLE FORM OF DOCUMENTATION. It is up to the student to confirm receipt of documentation and to ensure their doctor has followed the outlined description.

Send documentation to Marietta College, Academic Resource Center, Disability Services, 215 5th Street, Marietta, Ohio 45750 or by fax to 740-376-4406.

Once this documentation is received by the Disability Services Office, reviewed and if the request is approved, the student must:

- Provide the air conditioner. The unit must be a portable unit, less than 6,000 BTUs, and be able to plug in to a 110 volt electrical outlet. Units must be Energy Star certified or Seasonal Energy Efficiency Rating (SEER) of 10 or higher. Units must have accordion extension wings to the window frame for a weather seal. You must have the portable A/C

unit in your room ready to install. Installation will be delayed if unit is not available when MC Physical Plant staff arrives.

- Make arrangements with Marietta College to have A/C removed at close of the academic year. Students who leave window units for removal and disposal by Physical Plant will be billed \$50.00.

Physical Plant will install the A/C unit after receiving notification from Office of Community Living of the students arrival date so it is advisable to submit your form and documentation early for prompt installation.

Units that are found to be unsafe, in disrepair or do not otherwise meet the above criteria shall not be installed. Physical Plant will not troubleshoot, maintain or repair student owned units.

Air conditioners are not permitted to hang from windows where security screens have been installed for the safety of the residents (mainly first floor rooms). Physical Plant will not remove security screens. However, permission can be obtained for AC units that are meant to be placed inside of a room and vent through the window.

The Disability Services Office will notify both the student and the Office of Community Living of the approved request.

If you have any questions regarding your application, please contact the Disability Services Office at 740-376-4700. If you have questions regarding the air conditioner unit requirements or installation, please contact the Office of Community Living at 740-376-4784.

Dear Student,

In addition to the letter from your physician verifying that your diagnosis necessitates an air conditioner, you are required to fill out this form and send it to the Disability Services Office. Once the Assistant Director of Disability Services receives and approves the documentation from your doctor, they will notify the Office of Community Living of your approval. The Assistant Director of your Residence Hall will then contact you regarding scheduling the installation of your air conditioner unit with Physical Plant.

Your request will not be considered if either this form or your documentation is not complete and received by the Disability Services Office. Marietta College reserves the right to request further documentation at any time. All paper work needs be received by July 15 in order to provide prompt service.

Thank you,
Disability Services
Academic Resource Center

The student must provide their own A/C unit and a technician from Marietta College Physical Plant must install the unit.

Student's Name _____

ID Number _____

Cell Phone Number _____

Student's Signature _____

Date _____

If you have any questions regarding this form or your documentation, please contact the Disability Services Office at (740) 376-4700.

Disability Services
Marietta College
215 5th Street
Marietta, Ohio 45750
Fax: 740-376-4406