

ST. JOHN'S HUMIDIFIER/DEHUMIDIFIER REQUEST FORM

St. John's campus policy prohibits the use of humidifiers/dehumidifiers unless written approval is received from Physical Plant Buildings & Facilities Manager. This policy is driven by the fact that Humidifiers/Dehumidifiers can be a haven for mold and bacteria and that imbalance occurs when used in a building that is humidity controlled (false readings can disrupt the humidity comfort level of an entire building). Unauthorized appliances will be immediately confiscated.

Please note that purchase and maintenance of the appliance is the sole responsibility of the requestor (they are not supplied nor maintained by St. John's). Required maintenance includes adding water treatment and monthly cleaning. Approved appliances are subject to random inspection by Physical Plant personnel. Non-compliance may result in loss of approval and confiscation of the appliance.

To request a humidifier/dehumidifier, please complete the below form and return to Jason Welle, Saint John's Physical Plant, via campus mail or email to jwelle001@csbsju.edu. Each request will be reviewed on an individual basis. Resolution of the problems you are encountering is the goal, whether it be approving your request or implementing alternative options. You will be notified in writing (email or campus mail) of the decision on your request.

Thank You.

Jason Welle
Maintenance Supervisor

NAME: _____

PHONE: _____ EMAIL ADDRESS: _____

LOCATION (building and room number): _____

REQUESTING (please check one): Humidifier Dehumidifier

REASON FOR REQUEST: