

Window Air Conditioner Information

To request a window air conditioner unit for use in a non-air conditioned building, you must complete the following steps:

1. Make a written request for an air conditioner to the Assistant Director of Housing via mail or email
2. Submit support for this request with medical documentation from a physician as to why this accommodation is needed. Fax documentation to Tom Sagerhorn, Disability Specialist at 888-636-1355 or email tsagerhorn@csbsju.edu.

If approved, the student/family is responsible for the following costs:

- a. Purchase of the air conditioning unit

Air Conditioner Unit Requirements
110 Volts
Self-evaporating
Smallest unit for size of room (approx. 11'x12')

- b. Installation/Removal of the unit (NOTE: This work **must** be completed by SJU Physical Plant staff, no exceptions)

Residence Hall	Installation	Removal
All undergraduate residence halls	\$114	\$114
Emmaus Hall (graduate housing)	\$62	\$62

Installation

- Installation **must** be completed by SJU Physical Plant staff.
- The unit can be delivered to campus before or just after fall classes begin. An appointment for installation will be made.
- Installation fees are due at the time of delivery via cash or check.

PLEASE NOTE: We do NOT re-wire the room for an air conditioner. So, if use of the air conditioner trips the electrical circuits for the room, the resident(s) will have to unplug other items (i.e. fridge, microwave, etc.) to safely use of the unit.

Winter

Residents have noted that air conditioners in the window during the winter months cause extra cold air in the student room. You have two options for dealing with this:

- Use a product, like a 3M Indoor Window Insulator Kit, to insulate the window without damaging the wall/paint
- Have SJU Physical Plant removal the air conditioner unit from the window (there are charges associated with this removal, see above). Residents can then have the unit reinstalled in the spring (there are charges associated with this re-install, see above).

Spring semester

The spring at St. John's is usually cool and a unit is not often needed unless you need to control pollen or other contaminants.

Removal

- Removal **must** be completed by SJU Physical Plant staff.
- An appointment for installation **must** be made in advance due to finals and the high volume of physical plant work orders at that time of year.
- Removal fees are due at the time of requested removal via cash or check.