

## AIR CONDITIONING

Haverford College does not provide air conditioning in any of its residence halls. The College does, however, accommodate students who have a documented medical need for air conditioning. **Students requesting permission to install an air conditioner must provide the Office of Residential Life, each year by the stated deadline in late July, with a current letter (a new one each year) from the student's physician specifically stating the medical need for air conditioning.** This policy is necessary due to the heavy electrical usage in the dormitories and the reality of a finite electrical circuitry.

Medical documentation may be mailed or faxed to the Residential Life Office.

| <u>Address</u>                                                                                                            | <u>FAX</u>   |
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| Haverford College<br>370 Lancaster Ave.<br>Office of Residential Life<br>Chase Hall Suite 213<br>Haverford, PA 19041-1392 | 610.896.4960 |

**Students who have been given permission to have an air conditioner *must provide their own unit and may only have a trained College staff person install the unit.* Portable units are not permitted.**

Students with permission to have an air conditioner must make arrangements with the Facilities Management Office to have a trained College staff person install the unit. When the student arrives on campus with the unit, they should call Facilities Management at 610-896-1096 to request an installation. Students should keep in mind that they should try to submit the request in the morning so that the staff has the appropriate amount of time to schedule the installation.

- Please have the following information ready when calling:
  - Make and Model
  - Voltage and BTUs\*
  - Dimensions of the Unit-a/c units must be in the 110-120 volt range and have a maximum capacity of 5000 BTUs
  - The units should be removed from the box and placed below the window where it will be installed.

While there is no charge for electrical service, there is a \$50.00 fee for a onetime installation and removal. For example, if a student's air conditioner is installed in the fall and removed at the beginning of winter, the student will be charged \$50.00. If the student then wants the unit re-installed in the spring and removed before she/he goes home for the summer, the student will be charged an additional \$50.00.

Please note that no installation will be done until the Office of Residential Life has received the required physician's letter and has notified the Facilities Management Office. Any student who installs an air conditioner without permission must remove the unit immediately. Any damage resulting from unauthorized installation of a unit will be repaired at the student's expense.

It is important to note that it is not possible to install air conditioners in the following residence halls: the North Dorms – Comfort Hall, Jones Hall, Lunt Hall; and Gummere Hall.

**Questions? Please contact the Office of Residential Life  
(Telephone: 610.896.1298 Email: [hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu))**