



## Installation of Window Air Conditioners

### No. 5705

**Policy Effective Date:**  
1/29/1990

**Last Revision Date:**  
2/16/2016

**Policy Owner:**  
Chris Kiwus

**Policy Author:** (*Contact Person*)  
John Clark Teglas

**Affected Parties:**  
Faculty  
Staff

**1.0 Purpose**  
**2.0 Policy**  
**3.0 Procedures**  
**4.0 Definitions**  
**5.0 References**  
**6.0 Approval and Revisions**

### 1.0 Purpose

To define a policy for installation of window air conditioners that avoids exterior damage and maintenance problems and maintains a pleasing and consistent appearance of university buildings.

### 2.0 Policy

All window air conditioners in main campus buildings will be installed so that no portion of the unit extends past the outside wall of the building. This will normally require that a plenum be installed inside the room and that a condensate drain be run to either the building drain system or the outside of the building.

### 3.0 Procedures

Design and construction must be in accordance with University Policy 5405, *Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities* ([www.policies.vt.edu/5405.pdf](http://www.policies.vt.edu/5405.pdf)).

### 4.0 Definitions

**Plenum** – part of a building, or pathway, that can facilitate air circulation.

### 5.0 References

University Policy 5405, *Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities* ([www.policies.vt.edu/5405.pdf](http://www.policies.vt.edu/5405.pdf)).

### 6.0 Approval and Revisions

- Revision 1  
Changed Facilities Planning and Construction reference to University Architect due to reorganization.
- Revision 2  
Section 3.0 changed to require Physical Plant be contacted.  
Approved November 1, 1995, by the Executive Vice President, Minnis E. Ridenour.

Annual review, May 21, 1999, by Assistant Vice President for Facilities, F. Spencer Hall.  
No revisions.



## Virginia Polytechnic Institute and State University

Annual review November 6, 2001 by Vice President for Administration and Treasurer, Raymond D. Smoot, Jr. No revisions.

- Revision 3
  - Section 2: Clarified that the policy applies to all window air conditioners “in main campus buildings.”
  - Section 3: Added updated procedure statement previously listed under section.
  - Section 4: Moved procedure to Section 3 and modified.
  - Section 5: Added reference to University Policy 5405 – Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities.

Approved December 7, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 4
    - Formatting changes to match university Policy style. Added definition.
- Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson