

### **Medically Approved Air Conditioner Policy:**

Students who find it medically necessary to use an air conditioner must first seek approval through Health Services. All requests will be reviewed on a case-by-case basis and documentation of a need for air conditioning does not guarantee that your application will be approved. **All requests must be received by August 1 for the following fall semester. Requests must be received by January 2 for the spring semester.**

If you are assigned to live in a residence hall without central air, you will need to provide your own air conditioning unit. Students may choose to bring either a portable air conditioning unit or a window air conditioning unit, provided the unit is compliant with the guidelines below. Please note that not all residence halls can accommodate window units. It is a strong recommendation that students opt for a portable air conditioner with a window vent hose. All units are subject to inspection, to ensure safe operating condition and compliance with guidelines outlined below. Any air conditioner that does not meet these guidelines or is found to be in unsafe operating condition will be confiscated until the student can make arrangements to remove the air conditioner from the premises.

#### **Portable Unit Requirements:**

- 7000 BTUs or smaller
- No more than 120 volts
- EnergyStar rated
- Student may install vent hose in window themselves

#### **Window Unit Requirements:**

- 5000 BTUs or smaller
- No more than 120 volts
- EnergyStar rated
- Must be installed by Springfield College Facilities staff only. Once you arrive on campus, your RD/AC will submit a work order to have your unit installed. Please allow 1-2 weeks for installation.

#### **Residence Halls with Central Air:**

*Graduate Annex*

*Gulick Hall*

*Senior Suites*

*The Living Center*

*Townhouses*

#### **Residence Halls where portable units or window units may be installed:**

*Alumni Hall*

*Lakeside Hall*

*Massasoit Hall*

*Reed Hall*

**Residence Halls where portable units may be installed:**

*Abbey-Appleton Hall*

*International Hall*