

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: I. Community Housing	Effective Date: <b>July 1, 2021</b>
Topic: 1.7. Infrastructure & Asset Management	Replaces: Dec. 1, 2010
Subject: 7.8. Portable Air Conditioners	
Policy No. 1.7.8.	Page 1 of 1

**POLICY**

Portable or window mounted air conditioners with Energy Star rating approval can be installed with permission from **a Manitoulin-Sudbury DSB representative in writing**, Tenants who install air conditioners will have to compensate for the additional electrical operating costs.

**PROCEDURE**

**Air Conditioner Request**

- **Tenant completes the Request Form and submits**
- **Form is saved to tenant information**
- **Form is shared with Finance Department for processing**

Note: Air conditioner must have an Energy Star approval rating. If the unit does not meet the **current specifications** then it will not be **permitted**.

Note: The tenant is responsible for the safe installation and operation of the air conditioner unit. If the installation is deemed to be unsafe then the unit shall be removed.

**Request Tracking**

**Requests will be logged should a review be required.**

Reference: [Air Conditioner Request form](#)