

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: I. Social Housing	Effective Date: December 1, 2010
Topic: I.7. Infrastructure & Asset Management	Replaces: New
Subject: 7.8. Portable Air Conditioners	
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POLICY

Portable or window mounted air conditioners with Energy Star rating approval can be installed with permission from the Maintenance Co-ordinator or designate. Tenants who install air conditioners will have their rent adjusted by the Social Housing Program Supervisor to compensate for the additional electrical operating costs.

PROCEDURE

Air Conditioner Request

- Tenant puts in request to the DSB
- Maintenance Co-ordinator or designate reviews request and if required asks for more detail
- Tenant notified of decision

Note: Air conditioner must have an Energy Star approval rating. If the unit does not meet the specification then it will not be installed.

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

Request Tracking

Requests for air conditioning units will be stored in a log which will be available to the Social Housing Program Supervisor, Maintenance Coordinator and others who need to review the status of each building.