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UNIVERSITY APARTMENTS

Appliance Request Form

PROCEDURE FOR REQUESTING PERMISSION TO INSTALL AIR CONDITIONERS OR FREEZERS WITHIN UNIVERSITY APARTMENT FACILITIES.

If certain specified provisions are met, it is permissible for residents to install "AIR CONDITIONERS" 110 Volts, 12,000 BTU, Max. and "FREEZERS" 15 Cu. Ft. Maximum capacity and size.

A. I request permission to install an air conditioner with _____ BTU's.

B. I request permission to install a freezer with _____ Cubic Feet capacity.

C. Call Service and Repair, 231-7282, for any **questions** regarding installation.

D. We recommend that the unit be started on a low setting, and gradually eased into a colder setting. This helps to reduce the electrical load and prevents overloading of the circuit and consequent tripping of the circuit breaker.

E. I hereby accept full responsibility for any damage to the building, or specifically, to glass, screens, frames, sills, floors and walls.

_____ _____ _____

Signed Apt No Date

FOR OFFICE USE ONLY

F. The above request is approved as requested, or with the following conditions added if any:

Signed _____

Assistant Director for Apartments Date