



Auxiliary Heating/Cooling Equipment Request

Instructions: Applicant must complete sections A and B. After completion, please fax this form to (631) 632-4302.

Section A: Applicant Information			
Name:	Last	First	SB ID:
Department:		Account Number:	
Building:	Room:	Date:	
Telephone:		Fax:	
Section B: Request Information			
Equipment Type: <input type="checkbox"/> Auxiliary Heating <input type="checkbox"/> Auxiliary Cooling <input type="checkbox"/> Electric Fan <input type="checkbox"/> Electric Heating Pad <input type="checkbox"/> Air Conditioning Unit	Size:	Height	Width
	BTUH:	Model:	
	Location of Installation:		
	Building:	Room:	
Reason(s) for request:			
<input type="checkbox"/> No Heating/Cooling Available <input type="checkbox"/> Room temperature is inadequate; very hot/cold <input type="checkbox"/> Replacement of existing unit <input type="checkbox"/> Medical (Doctor's certificate required. Please attach) <input type="checkbox"/> Other: _____			
Applicant Affirmation:			
I understand that the installation of equipment and/or any modifications to structures and/or systems will be done at the expense of the requesting department. I also understand that Campus Operations and Maintenance will provide maintenance services for this equipment on a fee basis only.			
_____		_____	
Applicant Signature		Date	
Section C: Office Use Only			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments: _____ _____ <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> HVAC Manager Signature Date </div>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments: _____ _____ <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Energy Manager Signature Date </div>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments: _____ _____ <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> COM Executive Director Signature Date </div>		
Work Order:	Comments: _____ _____ <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Maintenance Manager Signature Date </div>		

To Energy File