Terms & Conditions for the Installation of Air-Conditioning Systems in NTU Faculty Housing Units

What tenants installing air-conditioning (air-con) systems are required to comply with:

(1) The tenant is required to apply (using the attached application form) to the Office of Housing & Auxiliary Services (HAS) for permission to install an air-con system with the following enclosed:
   a. A building plan (bearing the tenant’s name, endorsed by and indicating the name of his proposed air-con system installation contractor) showing the following:
      i. The locations of the indoor fan coil units and condensing units.
      ii. The routing of the refrigerant and condensate drainage pipes and electrical points.
   b. Catalogues of the proposed air-con system indicating the actual models to be installed and power consumption.

(2) Installation works are not to be carried out before the tenant has obtained written approval from HAS.

(3) Barring unforeseen circumstances and provided the tenant submits information/required documentation as specified together with the application form, approval time takes approximately (3) working days from the date HAS receives the tenant’s application.

(4) The tenant must engage qualified workers, trained and certified by the Building & Construction Authority (BCA) for the air-con system installation works. In this respect, a photocopy of the air-con system installer’s BCA certificate is to be attached with the application. This requirement applies to installations in all buildings except bungalows, semi-detached and terrace houses.

(5) Installation work is only to be carried out between the hours of 10am and 6pm, Mondays to Fridays. No installation work is permitted on Saturdays, Sundays & Public Holidays.

(6) The tenant is to supervise the air-con system installation work to ensure that all work is carried out in compliance.

(7) The tenant is responsible for the proper installation, safety and stability of the air-con units. It must not cause any vibration or cracks to the structure. No holes are to be made through reinforced concrete walls, beams or columns.

(8) The tenant is to ensure that the total running current of the air-con system does not exceed 25 amperes.

(9) The air-con units must be installed in the locations approved and the mode of installation shall be strictly in accordance with the drawing submitted and approved by HAS.

(10) All refrigerant piping, condensate piping and electrical power trunking to the fan coil units are to be run internally within the premises. Refrigerant pipes must be insulated and concealed in PVC casing.

(11) Condensate should be properly discharged into a internal floor trap or drain pipe. No pipe work is to be run externally or outside the building.

(12) No structural alteration is allowed without the prior written permission of HAS.

(13) The tenant is to make sure that proper mounting materials are used to support the condensing unit e.g. stainless steel angle bar complete with suitable expandable bolts, washers and nuts etc.. For
Nanyang Heights housing units, the supports for the mounting brackets are to be taken from the internal wall of the unit.

(14) Upon completion of the air-con system installation work, tenants are advised to arrange for a joint inspection with HAS. In the absence of the joint inspection, if it is subsequently discovered that the air-con system installation works contains irregularities, the tenant is responsible for rectifying all irregularities to the satisfaction of HAS. All costs incurred are to be borne by the tenant.

(15) The tenant is to take care of the University’s properties during the installation and routine maintenance. Any damages caused by the tenant or the tenant’s contractors shall be repaired by the tenant at their own cost to the satisfaction of HAS.

(16) The tenant shall ensure that all waste/debris resulting from the air-con system installation work is properly cleared out of NTU’s campus and properly disposed.

(17) The tenant shall at his/her own expense maintain the air-con system at all times so as not to cause any inconvenience or nuisance to the nearby occupants by causing noise pollution, vibration, water dripping problems etc.. The tenant shall abate such nuisance, failing which he/she may be required by HAS to discontinue the use of such units. Alternatively, HAS reserves the right to engage its own contractor to rectify the problem(s) and charge all costs incurred to the tenant. Tenants are required to take up regular servicing of their air-con system.

(18) The tenant shall at his/her own expense maintain the external walls/floors free from stains caused by the operation of the air-con units.

(19) All items installed e.g. condensing units, fan coil units, accessories, brackets, wiring, refrigerant pipes, etc. installed by the tenant must be removed at his/her own cost when the unit is vacated. All affected area e.g. wall openings, holes, cracks, etc. must be made good by re-plastering with acceptable painting work. Units are to be reinstated to the original condition to the satisfaction of HAS.

(20) The tenant is to attend to all complaints pertaining to the use of their own air-con system.

(21) An occupier of the premises is liable and owes the common duty of care, if owing to the defective state of the air-con system installation, injury is caused to the person and/or damage incurred to adjoining land or on the ground level.

Air-conTermsConditions.docx 16 Apr 2018
**Application to Install a Air-Conditioning System in a Faculty Housing Unit**

**Part I – Application** (to be completed by Tenant)

To: Office of Housing & Auxiliary Services / Faculty Housing

Name of Tenant  
_________________________________________________________________

Address of Faculty Housing  
_________________________________________________________________
_________________________________________________________________

Office/Residential Tel no.  
_________________________________________________________________

I submit herewith details of a proposed air-conditioning system for your approval:

<table>
<thead>
<tr>
<th>Location</th>
<th>Brand/Model</th>
<th>Running Current</th>
<th>Condensing unit/fan coil</th>
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<tbody>
<tr>
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*(Note: The detailed floor layout plan indicating locations of the condensing unit/fan coil units and the routing of refrigerant pipes, condensate drainage pipes and catalogues, etc. **MUST** be submitted together with this application form)*

_________________________________________________________________
Name & Signature of tenant  
_________________________________________________________________
Date

**Part II – Approval** (to be completed by HAS-FH)

Please be informed that your application to install a air-conditioning system to the unit above has been approved subject to compliance with the **Terms & Conditions for the Installation of Air-Conditioning Systems in NTU Faculty Housing Units**

_________________________________________________________________
for Head Housing & Auxiliary Services  
_________________________________________________________________
Date