

E-mail Message to Administration Building:

Maintenance has started the spring cleaning of the wall air handler units and it is time once again to remind everyone of the building policy for minimum distance of furniture. Because of increasing leaks and potential for leaks there has been a necessary change of policy as highlighted below:

Minimum Distance Between Furniture and Wall Air Handler Units Updated June 1, 2011

Maintenance currently requires a minimum of 17 inches between wall air units and furniture to allow for sufficient air flow and in order to repair and maintain those units. We've never strictly enforced that minimum distance, giving occupants the opportunity to arrange their offices to their needs, but because of increasing air handler leaks it is necessary to begin transitioning offices to be compliant with this requirement:

1. In small offices where furniture is closer than 17 inches to the wall unit, the furniture needs to be shifted out for routine maintenance (2 times per year) and anytime repairs are needed. The Department, not Maintenance, is responsible for making the arrangements for the move and paying for the moving service. Maintenance will notify you when it is time to move your furniture.
2. If the unit in one of the afore-described offices becomes clogged and begins to leak (which happens frequently when the air flow is restricted by furniture placed in front of the units), the Department is responsible for paying for their own water damage repairs, as well as the damage incurred by the Department on the floor below the blocked air handler.
3. Periodically (and only in the case of an emergency) Maintenance can help shift furniture out of the way in order to get to a unit that is leaking on the floor below. However, we don't always have a sufficient number of Maintenance people on the premises to assist. The Department that blocked the air handler will still be responsible for getting the furniture moved and paying 100% of the water damage on their floor and the floor below.

New requirements in the policy:

4. Offices that are large enough to accommodate a permanent 17 inch space between furniture and the air handler will be required to do so effective July 1, 2011. (As in the case of the existing bi-annual cleaning policy, the Department, not Maintenance, is responsible for making the arrangements for the move and paying for the service.) Any requests for exceptions must be presented and approved by July 1, 2011 or before furniture rearrangement/placement, whichever comes first.
5. Effective immediately, all new furniture purchased for any office within the AB, regardless of office size, must be configured in a way that allows the required 17 inches of space. Any requests for exceptions must be presented and approved prior to the purchase of new furniture.

Please e-mail Administration Building Operations at abops@uab.edu if you have any questions.