



November 10, 2023

Child Care Requests to Install Air Conditioning Units

This message is sent on behalf of Richard Christie, Senior Manager of Sustainability.

To all Child Care Supervisors,

Air conditioning requests take several months to process. Facility Services will be planning early for your requests to install air conditioning units next year.

The attached documents provide important information about the installation of new and replacement air conditioning units:

- Tenant Work Request Guideline – see the air conditioning section on page 5
- Facility Services Work Request Form – **complete and submit to your Facility Team Leader**
- Air Conditioning Energy Surcharge for Child Care Tenants Guideline
- Facilities Air Conditioning Energy Surcharge Form - **complete and submit to Robin.McCruden@tdsb.on.ca**

Requests for new air conditioning units **may be made at any time during the year**. Please do your best **to submit before December 31, 2023**, so we can aim to install during the Spring of 2024.

Please contact Brenda.Daniels@tdsb.on.ca, if you have any questions or concerns.

If you have already submitted a request for air conditioning and have questions, please contact the [Project Customer Service Assistant](#).

Regards,

Child Care Services

Toronto District School Board

Tel: 416-394-2072

ccs@tdsb.on.ca



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ilities Work Request



GU_FAC_106 Air
Conditioning Energy



FS_Form_045B_AC
Energy Surcharge Fc



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Tenant Work Reque