

January 8, 2021

***Message sent on behalf of TDSB Facility Services***

To all Child Care Supervisors,

Facility Services is planning for your requests to install air conditioning units.

The attached documents provide important information about the installation of new air conditioning units - **Tenant Work Request Guideline** (see the air conditioning section on page 5) and the **Air Conditioning Energy Surcharge for Child Care Tenants Guideline**. Please take note of the **NEW Tenant Work Request Guideline**. This new version contains significant changes. Please review carefully.

Requests for new air conditioning units may be made at any time during the year, however Facility Services will aim to install before June 1, 2021 if you:

1. submit the [**Facilities Work Request Form**](http://zwebppfprd/uploads/files/live/92/1842.docx) to your Facility Team Leader by **February 1, 2021**,
2. submit the [**Air Conditioning Energy Surcharge Form**](http://zwebppfprd/uploads/files/live/92/1993.docx) to [Robin.McCrudden@tdsb.on.ca](mailto:Robin.McCrudden@tdsb.on.ca) by **February 8, 2021**, and
3. submit **payment** to the [Project Customer Service Assistant](mailto:customerservicemailbox@tdsb.on.ca) by **March 15, 2021**.

Contact [Brenda Daniels](mailto:Daniels,%20Brenda%20%3cBrenda.Daniels@tdsb.on.ca%3e), TDSB Business Process Analyst, if you have any questions or concerns about this process.

Sincerely,

Brenda Daniels

**Child Care Services**

**Toronto District School Board**

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