

Air Conditioner Installation Policy

This policy outlines [Organization's Name]'s expectations for the safe and energy-efficient installation of window air-conditioning units. This model policy is for informational purposes and should be reviewed by legal counsel before adoption.

Revised Date: June 2025

Guidelines:

The following guidelines should be followed for all window air-conditioner installations:

- Residents must be notified of this policy in writing.
- No air-conditioner shall be installed or operated without prior written approval by [Organization's Name].
- **Electrical Requirements:** Verify that the unit's voltage, amperage, and wattage are supported by the existing electrical system.
- **Cooling Capacity:** Choose a unit with a BTU rating appropriate to the space to avoid inefficiency and uneven cooling.
- **Installation:** The unit must fit into the existing window without damage. An approved installer—housing agency maintenance staff—must perform the installation.
 - Staff should be properly trained, follow all applicable safety protocols, building codes and local regulations for installation.
 - Prior to installation, the window frame shall be inspected and verified to be structurally sound.
 - Air conditioners should never be installed in any windows that serve as an emergency exit, or installed in windows directly over public sidewalks, on balconies, or over doorways.
- **Timelines for Removal:** In winter climate prone areas, window units shall be removed from the windows by an approved person before the first frost period of the year.
 - This will assist in preventing cold drafts, ice damage and moisture buildup.
 - Timelines for use, as well as winter storage of the unit shall be designated by the Housing Agency.
- **Annual Inspection:** Once installed, maintenance staff or property management should inspect the unit annually to ensure safe operation.
- **Non-Compliance:** Penalties and fines may be imposed on residents who fail to follow this policy.

***This document is for informational purposes only.** Specific policy guidelines will be dependent upon your agency's operational procedures and ultimately up to your discretion. Always consult with legal counsel prior to adopting policies.

Air Conditioner Safety:

- **NEVER** use a standard extension cord; only use cords designed specifically for air-conditioners.
- **NEVER** stretch the cord to reach an outlet. This can lead to overheating and fire hazards.
- **ALWAYS** ensure the outlet can handle the unit's electrical load. If unsure, consult maintenance.

If there are concerns about the installation, residents should immediately contact the Maintenance Department.

Resident Responsibilities:

- If the residents choose not to follow the installation procedure, which results in improper installation and/or damage to the building, they shall be fully responsible for any resulting damage or injury from negligence.
 - Residents must reimburse [Organization's Name] for any damage or costs incurred due to improper installation, operation, or removal.
- No permanent modifications to window frames or walls are allowed.
- Extension cords are strictly prohibited.
- If an air conditioner unit is malfunctioning at any time, the resident shall make maintenance staff or the property manager aware of the need for further inspection and follow up.

Resident Acknowledgment Form

I, the undersigned tenant, acknowledge that I have read and understand the Air Conditioner Installation Policy. I agree to comply with all guidelines and responsibilities described herein.

Tenant Name

Unit Address

Signature

Date

Air Conditioner Installation Inspection Form

Tenant Name

Unit Address

Location of Unit

Installation Quality: ☐ Good ☐ Fair ☐ Unsafe

If Unsafe:

☐ Correct by: _____ ☐ Remove by: _____

Inspected by

Date

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