

Somerville Housing Authority

Air Conditioner Installation Policy

- 1) Units installed cannot be larger than **10,000 BTU'S 110 volt 15 Amp** And must be UL approved with a three prong grounded plug. Extension cords must not be used unless they are the proper gauge wire sized for the unit or larger and grounded and should not extend longer than eight feet. Regular light appliance / household cords are not acceptable.
- 2) Units cannot be installed earlier than **May 1st** of each spring season and must be removed no later than **November 1st** of each winter season.
- 3) All units must be removed during winter season. The only year round installation exception is buildings that provide a ðbuilt inö air conditioner opening. These units **must be tightly covered with a canvas or tarp or completely removed** from the opening and blocked during the winter heating season.
- 4) **Units cannot be attached to the building, window frame or windowsill.** All methods of installation must be free of screws, bolts anchors and nails to the interior and exterior of the building structure. Installation must be a heavy gauge air conditioner window bracket, metal angle bracket and / or continuous wood blocking attached directly to the air conditioner unit.
- 5) **All units must have the appropriate sized wood blocking wedged on both sides of the top window sash to prevent movement of the window sash.** Units **cannot** be installed on the top of the window sash. Each unit should be installed with ¾ inch a/c exterior plywood sandwiched on the exterior and interior of the window to prevent weather infiltration or with the attached side panels. All wood materials should be painted dark brown or bronze to match the existing color window frames.
- 6) Units must be positioned in a slope ¾ö in 12ö toward the exterior to allow condensation to run out of the unit and not into the window opening. Units above a public area, walkway, entry or courtyard must have tubing or a pan positioned to disperse the condensation away from pedestrian access areas.

7) All installed units must have side panels, filters, covers, proper wire harness and housing assemblies original to the unit. **Defective units with missing parts, components, covers or improper wiring cannot be installed in any SHA Development and immediate removal will be required.**

8) **Residents must notify the development manager the next business day upon installation of the unit to schedule an inspection. The occupant or installer must be present during the inspection. Failed units must be removed or repaired immediately upon completion of the inspection and a follow-up inspection will be conducted.**

9) **All units must be clear and accessible for the inspection.** Furniture, draperies and decorations must be cleared from the area of the unit for a complete inspection.

10) All units inspected by the SHA representative will be marked to identify the approved installation method by "tagging" the unit on the exterior shell or window, which is most visible from the exterior of the building.

11) Any unit installed that is unsafe, defective or without an approved inspection tag and not removed or repaired by the resident will be addressed as a Lease Violation and may result in further legal action by SHA.

Wood 2ö X 4ö blocks wedged on both sides at the top of the lower sash to prevent movement of window.

Accordion side panels, plastic or wood secured to unit.

Units must be accessible and clear of furniture, draperies and decorations.

Weather stripping must be installed between the two windows to prevent infiltration into unit.

Attached metal brackets or wood blocking at sill.