



Air Conditioner Installation Application

Applicant Information

Full Name:

First *Last*

Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone:

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Work: _____

Installation Guidelines

This information is to inform you of the policies and guidelines for installing your air conditioning unit. If you choose not to follow these guidelines you will be asked to remove your air conditioning unit immediately.

THE AIR CONDITIONER CAN ONLY BE INSTALLED IN THE FRONT LIVING ROOM WINDOW.

Before Purchase/Installation

- ✓ Calculate the size of room to be cooled, so that you buy an a/c with enough capacity.
- ✓ Obtain authorization for installation from N2N.
- ✓ Make sure that the window and window frame are in good condition.

WINDOW INSTALLATION GUIDELINES

- ✓ **No air conditioner can be placed in a second floor window.**
- ✓ Follow manufacturer's instructions included with the unit
- ✓ Measure the size of your air conditioner and calculate the open exposed window area. **ONLY USE** clear plexi glass or RTC insulation foam board window insert in the exposed window area. Plexi glass can be purchased to size at Home Depot or other plastic's retailer.
- ✓ Make sure the unit is installed securely. Support the A/C unit from underneath or firmly fasten it from inside with angles. Metal brackets, mounting rails, etc. may be used for a safe installation. Supporting metal brackets, interior angles, etc. should be structurally fastened to the building envelope and are to be strong enough for the size and weight of the A/C unit.
- ✓ Objects utilized to adjust the position (for example, shims) of the A/C unit must have an independent source of fastening or attachment.

- ✓ Secure leveling objects in order to prevent movement and shifting due to vibration from the A/C unit and wind and weather conditions.
- ✓ **Tilt the unit slightly down on the outside to provide water drainage; however, do not over tilt. Ensure drainage isn't inside apartment and damaging wall.**
- ✓ Install the A/C so that it remains in place when the window is opened and or affix it so that the window cannot be opened accidentally.

PORTABLE AIR CONDITIONS

- ✓ Vent the air conditioner according to manufacturer's direction.
- ✓ **NO VENTING CAN BE AFFIXED IN ANY UPSTAIRS WINDOW DUE TO FIRE CODE INSTRUCTIONS.**
- ✓ Empty the water tray on a regular basis to prevent damage to the flooring. (if you fail to keep up with the maintenance the approval will be withdrawn and the appliance will need to be removed from the apartment)

AVOID

- ! **DO NOT USE** loose objects, such as wood blocking, to support the leveling of an A/C unit.
- ! **DO NOT USE** cardboard, plastic, wood or any other object **BESIDES** Plexi glass or RTC Insulation boards in window.
- ! **DO NOT USE** bricks, telephone books, gypsum board or cans for leveling under the A/C unit.
- ! **DO NOT BLOCK** fire escape windows or any other exit with an A/C unit.
- ! **DO NOT PLACE** anything (TV antennae, satellite dishes, plants, etc.) on top of an A/C unit.

Maintenance

It's important to periodically check on the position of the A/C and the condition of the window frame to make sure that the A/C remains supported and secure.

****please contact Marty or Megan for an inspection IMMEDIATELY after install.**

_____ (Initials) N2N Staff Approval for A/C installation

I have read and understand the Installation guidelines/rules and restrictions. I understand, that effective April 15th I can install my A/C unit. The A/C unit must be removed by September 30th.

Signature

Print

Date