

# WESTWOOD PLACE CO-OPERATIVE HOMES

## AIR CONDITIONER INSTALLATION PROCEDURES

**ANY AIR CONDITIONER INSTALLATION WHICH CONFLICTS WITH THIS POLICY WILL RESULT IN THE REMOVAL OF THE AIR CONDITIONER**

THE AIR CONDITIONER CAN ONLY BE INSTALLED BY THE CO-OP'S MAINTENANCE PERSON

THE COST OF INSTALLATION OR REMOVAL OF AIR CONDITIONER IS \$50.00

### LOCATION OF INSTALLATION

Air Conditioners CANNOT be installed in upper windows to avoid damage to the frames of the windows and to avoid breakage of lower windows due to vibration of the air conditioner.

The lower window in which the air conditioner will be installed must be removed from the frame.

The bedroom window must be removed from the frame to accommodate the installation of an air conditioner.

### IMPORTANT NOTE

YOU WILL BE RESPONSIBLE FOR THE STORAGE OF THE WINDOW AND THE WINDOW TRIM

**Maintenance can only do installations/removals** after all Co-op work is completed. A block of time will be allocated in the spring for installations by appointment only. It is presumed that the A/C units will remain in the windows after installation during the fall and winter months.

Air Conditioners must be plugged directly into an outlet.

### INSTALLATION

1. Protection of the window sills must be observed. Shims must be used to stabilize the air conditioner where necessary.
2. Any open space not filled by the air conditioner WILL BE COVERED BY white hardboard, making sure to seal around the edges with white strippable caulking. ( included in installation fee) The air conditioner must be aligned to drain outside properly and the A/C or its drainage must not interface in any way with the members unit below and installed correctly to prevent spalding of brick.

## AIR CONDITIONER INSTALLATION FORM

AIR CONDITIONERS MUST BE INSTALLED IN LOWER WINDOWS ONLY

MEMBERS ARE RESPONSIBLE FOR THE STORAGE OF THE WINDOW AND THE WINDOW TRIM

MEMBERS WILL BE RESPONSIBLE FOR ALL DAMAGE TO THEIR OWN PROPERTY, DAMAGE TO OTHER UNITS OR CO-OP PROPERTY CAUSED BY THE INSTALLATION OR USE OF THEIR AIRCONDITIONER(S) INCLUDING WATER DAMAGE IF THEY DO NOT HAVE MAINTENANCE DO THE INSTALLATION OR TAMPER WITH THE AIR CONDITIONER UNIT AFTER THE INSTALLATION HAS BEEN COMPLETED BY MAINTENANCE

I HAVE READ AND UNDERSTAND THE AIR CONDITIONER POLICY

\_\_\_\_\_  
MEMBER SIGNATURE

\_\_\_\_\_  
DATE

DATE OF INSTALLATION \_\_\_\_\_

PLEASE RETURN THE SIGNED FORMS TO THE OFFICE PRIOR TO INSTALLATIONS

For office use only: Date Maintenance Installed: \_\_\_\_\_

Maintenance Installer Signature \_\_\_\_\_

Passed by the Board of Directors at a meeting held on the 27th day of May, 2016 and confirmed by a two-thirds vote at a general meeting of the Members on the 5th day of December, 2016.

  
\_\_\_\_\_  
President

c/s

  
\_\_\_\_\_  
Secretary