

Falmouth Housing Authority
Air Conditioner Installation Policy

1. The tenant is responsible for making arrangements to have their air conditioner installed and must notify the FHA office of your intentions. Names of approved companies are available to assist with this.
2. Units installed must be appropriately sized, cannot be larger than 10,000 BTUs, 110 volt, 15 Amp and must be UL approved with a three prong grounded plug. Units should be Energy Star approved. 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.
3. 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.
4. All units must be removed during winter season unless approved by the Executive Director. Approved units must be tightly covered with a canvas, tarp, or custom cover.
5. 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.
6. All units must have the appropriate sized wood blocking, plexiglass, or other necessary materials to prevent movement of the window sash and to secure the unit. Units cannot be installed on the top of the window sash. Each unit should be installed to prevent weather infiltration.
7. Units must be positioned in a slope $\frac{3}{4}$ " in 12" 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.
8. 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 FHA Development and immediate removal will be required.
9. Residents must notify the development manager the next business day upon installation of the unit to schedule an inspection. Failed units must be removed or repaired immediately upon completion of the inspection and a follow-up inspection will be conducted.
10. 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.
11. Any unit installed that is unsafe, defective or without an approved inspection and not removed or repaired by the resident will be addressed as a Lease Violation and may result in further legal action by FHA.
12. When a room only has one (1) window, a window mounted A/C is prohibited. A non-exhausting portable A/C may be permissible upon FHA inspection.
13. Air conditioners must be maintained in good working order and kept clean.

Adopted by the Falmouth Housing Authority Board of Commissioners, April 15, 2015.