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## **Air Conditioning Policy**

**Adopted by NHA Board on 5.19.21**

- 1.) New tenants can use portable air conditioners only. Tenants currently with window air conditioning units will be permitted to continue using them, but the unit must be replaced with a portable AC unit if it is no longer functioning properly.
- 2.) Air conditioner (AC) installation requests must be made in writing to the Needham Housing Authority.
- 3.) One (1) air conditioner per unit is permitted in the Seabeds Way, Linden St., and Chambers St. units.
- 4.) Air conditioners should be Energy Star approved.
- 5.) Extension cords – Only a 12-3 cord with a ground can be used if needed (appliance cord).
- 6.) Air conditioners must be kept clean and maintained in good working order.
- 7.) Installation:
  - A. Wood Sash:
    1. An L bracket is to be used for securing both the top sash and the lower sash together, so they are not able to be opened.
    2. Weather stripping between the top and bottom sash.
    3. No duct tape, cardboard, cloth, or other unprotected/non-weatherproof material can be used as AC side panels.
  - B. Vinyl Sash:
    1. A wood dowel is to be placed on top of the lower sash and directly under the handle (if present) of the upper sash, to secure both sashes from being opened.
    2. An “L” bracket can be used where there is no upper sash handle. **CAUTION:** Do not install “L” bracket too close to glass edge of sash as this may cause glass breakage.
    3. Weather stripping between the top and bottom sash.
    4. No duct tape, cardboard, cloth, or other unprotected/non-weatherproof material can be used as AC side panels.
- 8.) All air conditioners must be removed on or before September 15<sup>th</sup>.
- 10.) **Final installation must be approved by NHA maintenance.**