AIR CONDITIONER POLICY

The purpose of this policy is to promote the safe and energy efficient operation of air conditioners which residents are permitted to install at their expense and operate during the cooling season provided they:

1. Accept full responsibility for their installation and any accident or injury that occurs as a result of their installation, operation and/or removal; and

2. Do not install in rooms where only one window is present and that window is the only means of secondary egress and emergency escape (code 703.4 B)

3. Size of Air Conditioners allowed:

   A) Window Air Conditioner can only be 5000 BTU's with proper closure panels
   B) Portable Air Conditioner can be any size with proper closure panels and properly connected hose. The drip pan must be emptied on a regular basis by the tenant because of condensation accumulation.

4. When installing Air Conditioners sited above, you must have proper closure panels that come with the unit.

   Closure panels **cannot** be missing. Clothes cannot be substituted for closure panels.
   Closure panels **cannot** be made from cardboard, wood, etc.

5. Maintenance will inspect all air conditioning units. If it is determined that it is not properly installed, than the resident will be required to remove them. If they are not removed from the apartment within one week of notification, you will be charged $5.00 for every day the unit remains improperly installed.

6. Air Conditioners should not be installed before April 1 and they must be removed by October 1. If an air conditioner is installed before April 1, or is not removed by October 1, the tenant will be charged an additional $25.00 per month.

7. Install window Air Conditioners in windows only; they should not be installed in a balcony or other doors; and

8. Properly install them without permanent modifications to the window frame or walls; and

9. Do ***not*** use an extension cord to provide power; this is a fire hazard, and

10. Reimburse the Authority for any damage or other non-utility cost it incurs as a result of the air conditioner's installation, operation and/or removal; and

11. The AC charge is $192 per year per air conditioner or $16 per month for twelve months per AC unit. Resident must reimburse the Authority for costs to operate based on a monthly rate of $16.00 per air conditioning unit for 12 months. See Special Note below:

Special Note: Once an air conditioner is installed, AC charges will begin and will continue for twelve consecutive months. This will continue each year air conditioners are installed. For example, if an air conditioner is installed on April 1, the tenant will pay $16 per month beginning April 1 of the current year to March 31 of the next year, and so on and so on for each additional year of continued use.

12. If a resident wants to opt out of the monthly AC charge. The tenant must first call Maintenance to confirm that the unit is nowhere in the apartment.