

AIR CONDITIONER POLICY

The Lowell Housing Authority (LHA) has developed the Air Conditioner Policy in order to ensure that specific safety and regulatory standards are applied during the installation and removal of air conditioners in resident dwellings.

All residents of Lowell Housing Authority developments must receive approval from the Property Manager prior to installation of air conditioners. At the time of the approval, the resident will be provided with the authorized specifications for each development. These specifications outline the size, style, width, safety and overall dimensions of acceptable air conditioners. Prior to installation, the following steps must be taken:

- 1) Resident agrees to the provisions of the Air Conditioner Policy and must sign a document which indicates that the Policy has been explained by the Property Manager, and that the resident clearly understands all requirements and charges associated with this Policy.
- 2) The electrical service in the units must be checked by LHA staff to ensure that the electrical requirements of the air conditioner are compatible with the service. Air conditioners may be no larger than 10,000 BTUs.
- 3) The air conditioner must fit into the existing window assembly without the need for modification. Damage caused to windows or walls due to an improperly installed air conditioner will be charged to the tenant. Any deficiencies will be noted at the time of installation, during operation and at the time of removal of the air conditioners. Repair of damage will include the cost of labor and materials.
- 4) Installation of the air conditioner may be completed by the resident, a qualified installer or LHA maintenance personnel. Proper supports must be in place in order to accommodate the air conditioner, and no modifications may be made to the exterior of any LHA building in the process.

- 5) **Air conditioners must plug directly into an electrical wall outlet. Extension cords may not be used to provide power to the air conditioner.**
- 6) **Air conditioners may be used during the period of May 15th through September 15th, unless needed at other times of the year for medical reasons. Medical documentation will be required to support any request. No additional charge will be assessed for year round usage due to medical reasons.**
- 7) **All air conditioners must be removed or properly insulated by October 1st.**
- 8) **Air conditioner units will be inspected by the LHA Inspector or Property Manager for safety, proper installation, appearance and general compliance with this policy. If deficiencies are found (i.e.: damage to windows or improper installation) charges may be assessed by the Property Manager to make necessary repairs.**
- 9) **Charges for usage will be determined annually by the LHA and residents will be notified on or before March 31st of any increase or decrease of this rate. The current schedule of charges is listed below. Charges for usage of air conditioners may be paid in full on June 1st or paid in three equal payments of \$10.00 (elderly/disabled residents) or \$20.00 (families) on June 1st, July 1st and August 1st.**
- 10) **Window air conditioners may not be supported by plywood, pillows, blankets or cardboard. Upon inspection if it is found that these materials are being used, the LHA will remove the air conditioner from the window and a maintenance charge will be assessed.**
- 11) **When air conditioners are utilized throughout the year due to a verified medical need, the installation must be weather tight so as to not allow for drafts during colder months. If upon inspection an air conditioner is found to be non-compliant, the LHA will remove the air conditioner from the window and a maintenance charge will be assessed.**

CHARGES FOR AIR CONDITIONER USAGE

Usage fees for the Period of May 15th – September 15th (seasonal cost)

Families	\$60.00
Elderly/Disabled Residents	\$30.00

NOTE: If materials are required during the installation/removal process, the cost of these materials shall be incurred by the resident.