

# ANNUAL NOTICE TO RESIDENT OR SHAREHOLDER

Please be advised that if you have an air conditioner installed in the window it is your responsibility to make sure that it is properly installed and secured with proper supporting brackets. Please be sure to periodically check to make sure it is supported and secure. If necessary, please contact a qualified contractor when installing. Below are Window Air Conditioner Installation Tips from NYC Building Department.

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## WINDOW AIR CONDITIONER INSTALLATION TIPS

### Before Purchase/Installation

- ✓ Calculate the size of room to be cooled, so that you buy an a/c with enough capacity.
- ✓ Obtain authorization for installation from building management.
- ✓ Make sure that electrical service is adequate.
- ✓ Make sure that the window and window frame are in good condition.

### INSTALLATION GUIDELINES

- ✓ Follow the manufacturer's instructions included with the unit.
- ✓ Make sure the unit is installed securely. Support the A/C unit from underneath or firmly fasten it from inside with angles. Metal brackets, mounting rails, etc. may be used for a safe installation.
- ✓ Supporting metal brackets, interior angles, etc. should be structurally fastened to the building envelope and are to be strong enough for the size and weight of the A/C unit.
- ✓ Objects utilized to adjust the position (for example, shims) of the A/C unit must have an independent source of fastening or attachment.
- ✓ Secure leveling objects in order to prevent movement and shifting due to vibration from the A/C unit and wind and weather conditions.
- ✓ Install the A/C so that it remains in place when the window is opened and or affix it so that the window cannot be opened accidentally.
- ✓ Tilt the unit slightly to provide water drainage; however, do not over tilt.

### AVOID

- ✓ DO NOT USE loose objects, such as wood blocking, to support the leveling of an A/C unit.
- ✓ DO NOT USE bricks, telephone books, gypsum board or cans for leveling under the A/C unit.
- ✓ DO NOT BLOCK fire escape windows or any other exit with an A/C unit.
- ✓ DO NOT PLACE anything (TV antennae, satellite dishes, plants, etc.) on top of an A/C unit.

### Maintenance

It's important to periodically check on the position of the A/C and the condition of the window frame to make sure that the A/C remains supported and secure.