

AIR CONDITIONER POLICY

The purpose of the Leominster Housing Authority (LHA) Air Conditioner Policy is to promote the safe and efficient operation of air conditioners which residents are permitted to have installed at their expense and operate without charge during the cooling season.

All air conditioners are subject to the following rules:

1. Every resident must sign the **Request to Install or Re-install Window Air Conditioner** form and submit the form to the LHA before installing or re-installing any air conditioner unit;
2. Air conditioner unit must be installed or re-installed by a contractor and the insured contractor must contact LHA at least one (1) day prior to installation;
3. Air conditioner should be energy star approved.
4. Air conditioner may not be installed in any manner that will impair emergency exit, egress or violate safety codes;
5. Air conditioner unit casing must be tight to control condensation and prevent water droplets from forming on the side of the building;
6. Residents must not use boards, cardboard or any materials to cover window openings, but every installation must be weather tight and prevent drafts or rain from entering the apartment around the air conditioner;
7. Air conditioner unit must have suitable surface to rest on and the unit must be secured without damaging the window sill;
8. Allencrest residents may not screw through the window casings but may utilize brackets that do not damage the structure of the building.
9. Residents with sliding glass windows in their unit must use slider air conditioners or slider casement air conditioners
10. Air conditioner unit must be removed by October 15 unless permanently installed and approved by administration. Failure to remove an air conditioner upon the request of the LHA is a material lease violation which may result in lease termination and initiation of eviction proceedings;
11. It is not the responsibility of the LHA to install or remove a resident's personal air conditioner; LHA will not be responsible for any damage or injury resulting from resident installation, use or removal of air conditioners.
12. The LHA shall conduct annual or seasonal inspection to monitor safety, proper installation, appearance and compliance of the above conditions. Resident is responsible for the maintenance of the air conditioner and if the unit is found to be in non-compliance with this policy, or if it presents a safety hazard, the LHA will require the unit to be removed or repaired at the resident's expense. If a resident refuses to remove an air conditioner that does not comply with this policy, the LHA may, at its option, remove it at the residents expense; In accordance with resident's lease agreements all approved policies are incorporated into the resident's lease and violation of an approved policy shall constitute a violation of said lease and be cause for lease termination.