



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.

PERMITS

A work permit or equipment use permit is generally **not** required for the installation of a common window A/C unit, unless the unit exceeds three tons/36,000 BTU/hr. See section 27-184 (a) of the Building Code (found online under the Reference Materials link at www.NYC.gov/buildings) for more details.

AVOID

- Ø DO NOT USE loose objects, such as wood blocking, to support the leveling of an A/C unit.
- Ø DO NOT USE bricks, telephone books, gypsum board or cans for leveling under the A/C unit.
- Ø DO NOT BLOCK fire escape windows or any other exit with an A/C unit.
- Ø 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.