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## WINDOW AIR CONDITIONING UNIT POLICY

The following policy applies to all apartment units under management by Foxy Management.

- If a tenant wishes to have an air conditioner in his/her apartment, it is the tenant's responsibility to purchase and properly install the unit, at his/her own expense.
- Service, repair, and/or replacement of tenant-supplied air conditioning are the sole responsibility of the tenant.
- Air conditioner units must be installed in accordance with NYC legal guidelines, which appear below.
  - **In accordance with NYC Local Law 11/98, all air conditioners must be installed with wall-mounting brackets, either on the inside or the outside. If a tenant requires assistance with this, they should contact the management office.**
  - **Tenants are not permitted to install structurally fastened brackets to the building without first notifying the management office, which will provide assistance.**

### Installation Guidelines

- Follow the manufacturer's instructions.
- Make sure the unit is installed securely. Support the unit from underneath, or firmly fasten it from inside with angles. You may use metal brackets, mounting rails, etc.
- Supporting metal brackets, interior angles, etc. should be structurally fastened to the building and must be strong enough for the size and weight of the AC unit.
- Objects or shims used to adjust the position of the AC unit must have an independent source of fastening or attachment.
- Secure leveling objects to prevent movement and shifting due to vibrations from the AC unit, wind and other weather conditions.
- Install the AC unit so it remains in place when the window is opened, or affix it so that the window can't be opened accidentally.
- Tilt the unit slightly to provide water drainage, but don't over tilt.
- Do not use loose objects - such as wood blocking, bricks, telephone books, gypsum board or cans - to support the leveling of the AC unit.
- Do not place anything (TV antennae, satellite dishes, plants, etc.) on top of the AC unit.
  - Do not block fire escape windows or other exits with the AC unit.

