

**NEEDHAM HOUSING AUTHORITY**  
**Air Conditioning Policy**

1. Air conditioner (AC) installation requests must be made in writing to the Needham Housing Authority.
2. The maximum air conditioner size for the Linden and Chambers Street units is 5000 BTU's.
3. One (1) air conditioner **ONLY** per unit is permitted in Linden and Chambers Street units.
4. Air conditioners should be energy star approved.
5. Extension Cords (only a 12-3 cord with a ground can be used if needed-[Appliance cord])
6. Air conditioners must be maintained in good working order and kept clean.
7. Installation:
  - A. Wood Sash:
    1. An "L" bracket is to be used for securing both the top sash and the lower sash together so they are not able to be opened.
    2. Weather stripping between the top and bottom sash.
    3. No duct tape, cardboard, cloth, or other unprotected/unweather proof material will be used as AC side panels.
  - B. Vinyl Sash:
    1. A wood dowel, or other suitable material, is to be placed on top of the lower sash and directly under the handle (if present) of the upper sash, to secure both sash from being opened.

2. An “L” bracket can be used where there is no upper sash handle. CAUTION: Do not install “L” bracket too close to glass edge of sash – may cause glass breakage.
3. Weather stripping between the top and bottom sash.
4. No duct tape, cardboard, cloth, or other unprotected/unweather proof material will be used as AC side panels.

C. Proper pitch of AC unit is necessary to direct condensation away from the inside of the apartment.

8. ALL air conditioners must be removed on or before September 15<sup>th</sup>.

**9. FOR UNITS WITH MORE THAN ONE ROOM:** When a room only has one (1) window, a window mounted air conditioner is prohibited. A non-exhausting portable air conditioner may be used.

**10.FINAL INSTALLATION MUST BE APPROVED BY A NHA MAINTENANCE STAFF PERSON.**