

## **Billerica Housing Authority Air Conditioner Policy**

The Billerica Housing Authority has developed this Air Conditioner Policy in order to ensure that specific safety and regulatory standards are applied during the installation and removal of air conditioners.

All tenants of the Billerica Housing Authority will abide by the following policy requirements for the installation/operation/removal of air conditioners:

1. Installation, operation, and removal of the air conditioner is the responsibility of the tenant. The Billerica Housing Authority does not install, operate or remove tenant air conditioners. Tenants must make their own arrangements for obtaining whatever assistance is needed to perform these services.
2. An individual air conditioner unit is not to exceed 8,000 BTU for 13 River Street, 16 River Street and 33 Talbot apartments. All air conditioners must be Energy Star Rated. 13 River Street, 16 River Street and 33 Talbot apartments are limited to 2 air conditioner units per apartment not exceeding 10,000 BTUs in total.
3. If a room has only one (1) window, a window mounted air conditioner is prohibited as it blocks emergency egress (similar to the prohibition of beds or dressers blocking window egress). However, a portable air conditioner that does not prevent an emergency escape may be used.
4. The air conditioner unit must fit into the existing window assembly without the need for modifications inside the apartment or outside of the building. Damage caused to windows or walls due to an improperly installed or operating air conditioner will be charged to the tenant. Repair of damage will include the cost of labor and materials.
5. Weather stripping is to be installed between the upper and lower sash. No duct tape, cardboard, cloth or other material, that is not weather proof, can be used as side panels. The air conditioner must be properly secured and pitched to direct any condensation away from the inside of the apartment. In addition, window sashes must be properly secured to prevent the window from opening.

6. Air conditioners must plug directly into an electrical wall outlet. Extension cords should be avoided, but, if unavoidable, the extension cord must be a heavy duty appliance rated cord with ground and must not create a tripping hazard. The air conditioner must be maintained in good working order and be kept clean.
7. Air conditioners may be used during the period of May 15<sup>th</sup> through October 15<sup>th</sup>, unless required at other times of the year for medical reasons. Medical documentation is required stating the medical reason for keeping the air conditioner in the window during the other times of the year. Thus, the annual installation date may not be prior to May 15<sup>th</sup> and removal must be not later than October 15<sup>th</sup> unless prior written approval from the Billerica Housing Authority has been received.
8. The Billerica Housing Authority does not provide storage for tenant air conditioners.

Notwithstanding any BHA Air Conditioner Policy, tenants are reminded to practice responsible Energy Conservation at all times. Operating Air Conditioners in apartments with windows open wastes energy.

*Adopted by the Billerica Housing Authority Board of Commissioners on July 8, 2021*