

TECHNICAL & SERVICE STANDARDS

UNIT MODIFICATION POLICY



PORTABLE AND WINDOW AIR CONDITIONERS (A/C)

Date Issued: February 1, 2016

IMPORTANT REMINDERS

OCH may approve **minor modifications** regarding the installation of portable air conditioner.

You are responsible for any damage to people or property caused by the modification, its installation or removal.

These are the conditions that must be met and maintained for the **if OCH approves installation of an air conditioner (A/C) unit.**

BEFORE CONSIDERING AN INSTALLATION



You must have written permission from OCH

To get a written permission from OCH, you must:

- Have and maintain third party liability insurance
- Agree to return OCH property to its original condition if OCH asks you to and when you move out
- Agree to pay all costs for changes, installations, and repairs to any person or property

LIMITS ON INSTALLATION AND/OR MODIFICATION



If OCH approves the installation of a window A/C in apartment buildings:

- Only if the unit is installed in a window over a balcony. If there is no balcony a floor model A/C unit must be installed.

For all A/C units in other OCH buildings:

- Use only a self-evaporating A/C unit
- Install in the lower window position of vertical sliding windows
- Do not let the A/C unit rest, sit or be supported by the window frame
- Only 1 A/C unit for a bachelor or one bedroom homes, maximum of 2 A/C units or all other homes
- Follow manufacturer's instructions
- Install an A/C unit that uses 12 amps or less
- Plug the A/C unit directly into the electrical outlet, or use appliance grade extension cord (a 12 gauge, 6 foot/2 metre)
- Do not attempt a permanent installation
- Do not modify or drill any holes in the window, window frame or building (must not void the window manufacturer's warranty)
- Seal the opening of the window
- Use the window inserts provided with the A/C unit, or use ¼ inch plywood painted white
- Do not install in a window on a door
- After first installation is complete, OCH must be called in for an inspection

END OF TENANCY



- A/C units must be removed and original windows must be replaced
- Window, window frame and walls must be returned to the original condition at tenant's expense

Department: Tenant Experience



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