

Marblehead Housing Authority

Roads School Elderly Housing
26 Rowland Street
Marblehead, MA 01945

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AIR CONDITIONER INSTALLATION POLICY

(Adopted: 4/24/01)

The following guidelines have been developed to ensure that air conditioners are properly installed and do not pose a safety hazard to residents or damage to windows:

1. Residents must obtain *prior written permission* from MHA including installation requirements, (*specific to each complex*) *before the installation* of any air conditioner.
2. Residents must make their own arrangements for installation. MHA staff can not assist in installation.
Please Note: The MHA has information available regarding an outside contractor who will install or remove air conditioners for a reasonable fee.
3. Air conditioners must be checked for proper installation by MHA staff.
4. No air conditioners may be greater than 9500 BTU.
5. One air conditioner is permissible per unit.
6. Air conditioners must be installed in rear facing windows.
7. Air conditioners may not be installed prior to May 1st and must be removed no later than October 15th.
8. Failure to abide by this policy will result in violation of the MHA lease, Section (IX) (N); Payment for damage by resident to the MHA, for the cost of labor and materials reasonably necessary for any damage to the window or window casement as a result of improper installation.