

I. Air Conditioner Unit and Sleeve Maintenance

Goal

The goal of this policy is to reduce the amount of energy wasted by improper installation and upkeep of air conditioners and air conditioner sleeves.

Policy Statement

All air conditioners shall be maintained to the standards described in this policy. Improper maintenance of air conditioners can waste a significant amount of energy, often resulting in poor performance, and in some instances moisture problems due to poor drainage.

In units with air conditioner sleeves, [owner] shall install interior covers prior to winter, and remove and store covers during the spring season. All sleeves shall be regularly inspected for air leakage and drainage issues. In units where window air conditioners are used, [owner] will inspect units for proper installation to minimize air leakage and drainage issues, and require unit removal in the heating season.

Each property should know exactly which size and model A/C to recommend to residents. Provide this information to all new residents in the welcome package and annually in the spring via email/paper notice. ENERGY STAR units should be specified.

Window Air Conditioner Maintenance Schedule

Note: Schedule designed for Northeastern US, and should be adjusted for other climates (e.g., warmer climates with longer cooling seasons).

Fall

1. Every year, notices should be sent to residents on or before September 15th reminding them that all window AC units must be removed by October 15th
2. On or just before October 15th a second notice should be sent. Starting October 16th management shall survey the buildings from outside to determine compliance. Residents who have not complied will be contacted and a time scheduled for staff to remove the units. A \$25.00 per apartment charge will be assessed.
3. Maintenance staff should assist elderly or disabled residents remove window units at no charge.

Spring

1. In April (and when new AC units are installed in the spring or summer), staff will inspect all window AC units to ensure that they are installed and

sealed properly. Ensure that condensate drainage is functioning properly; recommend that tenants clean AC unit coils with vacuum cleaner.

2. Assist residents in installing AC units as needed.
3. Provide residents with advice on sizing AC units and preference for ENERGY STAR certified models.

Air Conditioner Sleeve Maintenance Schedule

Fall

1. Select an appropriate AC sleeve cover, to be installed on the interior (not exterior). Unit sleeve covers can be purchased from
 - a. Sunrise Products – 800-381-8122
 - b. Warm-In – 800-571-0134
2. By November 1st, install interior AC covers for AC sleeve units.
3. Check for possible air infiltration along the perimeter of the unit. There are two possible air gaps – between the AC unit and the sleeve, and between the sleeve and the wall.
 - a. Add temporary caulking or Weatherstripping sealant to the space between the AC unit and the sleeve, making an air-tight seal. Weatherstripping sealant is caulk that is designed to stick in place nearly as well as regular caulk but can be peeled off when it is no longer needed. It is available inexpensively in regular caulk tubes and comes in a clear color. It is nearly invisible when in place and removes easily without damaging either paint or the AC unit. One suggested product is the DAP Seal 'N Peel.
 - b. Make sure the joint around the perimeter of the sleeve is caulked at the wall. Repair with Tremco caulking.
4. If AC unit is not appropriate size for sleeve, remove it entire AC unit. Insulate sleeve with minimum 2” rigid foam cut to fit the opening, caulk using weather stripping caulk, and install interior cover.
5. For sleeves without air conditioners, install a minimum 2” thick piece of rigid foam insulation in the sleeve, even with the inside wall. Caulk in pace to fit snugly using “temporary” caulking (e.g., DAP Seal N’ Peel). Add AC interior cover to hide the insulation.

Spring

1. In April, remove and collect all AC covers. Store AC covers in the building. Check caulking on perimeter of unit -- repair with Tremco caulking.

2. Ensure that condensate drainage is functioning properly (check for clogs in drain holes in AC sleeve); clean AC unit coils with vacuum cleaner and exterior heat exchanger with garden hose.
3. Assist residents in installing AC units as needed.
4. Provide residents with advice on sizing AC units and preference for ENERGY STAR rated models. Specify manufacturers (to match sleeves) and BTUH.
5. Replace exterior sleeve grills and sleeves as needed.
6. Repaint older AC sleeves as needed, use oil based paint and match color to sleeve to the extent possible.

Lease Addendum

Any resident supplying a unit air conditioner shall remove the unit no later than October 15th. Failure to remove a window unit shall result in a \$25 per apartment charge to remove the unit.