

Hudson Housing Authority Air Conditioner Policy

The Hudson 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.

A resident of Hudson Housing Authority will abide by the following policy requirements for the installation and of an air conditioner:

1. Installation of an air conditioner is the responsibility of the resident. Hudson Housing Authority does not install or remove tenant air conditioners. Tenants must make their own arrangements for obtaining whatever help is needed to perform this service.

Exception to this policy can be made for residents of Norma Oliver Village who request removal of an air conditioner from a wall sleeve in their unit. Residents of Norma Oliver Village who would like HHA maintenance to remove an air conditioner from a wall sleeve in their unit must make a work order request through the HHA office. *Please note* this exception only applies to removal of air conditioners, not installation.

2. The air conditioner is not to exceed 8,000 BTU for units at Brigham Circle and 10,000 BTU for units at Norma Oliver Village. All air conditioners must be energy star approved. Residents are encouraged to contact the HHA office for dimensions and/or any questions related to the size and type of air conditioning unit appropriate for their apartment.
3. When a room only has 1 window, a window mounted air conditioner is prohibited as it blocks emergency egress. A portable air conditioner that does not prevent an emergency escape may be used. Portable air conditioner units that use condensation reservoirs may flood the apartment and are therefore not recommended.
4. Senior apartments are limited to 2 air conditioners per apartment.
5. The air conditioner 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 air conditioner will be charged to the tenant. Repair of damage will include the cost of labor and materials.
6. Weather stripping is to be installed between the upper and lower sash. No duct tape, cardboard, cloth or other unprotected material that is not weather proof be used as side panels. Make sure the air conditioner is secured properly and properly pitched to direct condensation away from the inside of the apartment.

7. Air conditioners must plug directly into an electrical wall outlet. Extension cords may not be used to provide power to the air conditioner. The air conditioner must be maintained in good working order and kept clean.
8. Air conditioners may be used during the period of May 15th through October 15th, unless required at other times of the year for medical reasons. Medical documentation will be required stating a medical reason for keeping the air conditioner in during other times of the year and final approval from the housing authority. The annual installation date may not be prior to May 15th and removal must be not later than October 15th. Any air conditioning units that remain installed in windows or air conditioning sleeves outside of the air conditioning period (5/15-10/15) must be properly winterized.

The Hudson Housing Authority does not provide storage for resident air conditioners; air conditioners are to be stored in the resident's unit.