

Bourne Housing Authority Air Conditioner Policy

All air conditioner units are the sole property of the tenant. The Bourne Housing Authority is not liable for installation, maintenance, repair, replacement or disposal of air conditioner units.

All residents requesting air conditioner use will be given the air conditioner policy and acknowledge receipt of same. All residents must adhere to the following requirements:

- All air conditioners must be properly installed with appropriate supports/brackets to prevent falling. **Do not install screws or nails in the windows or woodwork.** Contact maintenance staff if advice on proper installation and support is needed.
- Maintenance staff is not permitted to install or remove air conditioners.
- All installations are subject to inspection by maintenance for safety.
- Improperly installed air conditioners are subject to removal by staff if they present a danger to people or property.
- Tenants are limited to one (1) air conditioner per floor per unit.
- Air conditioners cannot be placed in a room with only one window as this would block egress in an emergency.
- The air conditioner must be a 110V AC capacity, not to exceed 10,000 BTU limitations.
- Air conditioners must be in proper working condition, not rusted out, broken, or leaking.
- Any damage caused by an improperly installed air conditioner or a malfunctioning air conditioner will be charged to the tenant.
- Windows are not to be open when air conditioners are operating-wasting of utilities is a lease violation.
- Air conditioners shall not be used while the heat is on in the unit.
- The disposal of air conditioner units is the responsibility of the tenant and unwanted or broken units cannot be placed in the containers provided for daily refuse or left on housing authority property.
- Reasonable accommodation requests for any deviation from this policy must be accompanied by a signed statement from a medical provider documenting the specific accommodation needed.

Air conditioners must be removed by November 1st annually and can be installed and operating no earlier than April 15th annually unless there is a documented medical necessity.