

## **Middleborough Housing Authority Air Conditioner Policy**

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

All residents requesting air conditioner use will be given the air conditioner policy, energy conservation policy and acknowledge receipt of same. All residents will be given AC installation instructions for their development. All residents must adhere to the following are requirements:

- Tenants are limited to one (1) air conditioner per apartment.
- The air conditioner is required to be registered with the office with the unit make, model, serial number and BTU size.
- The air conditioner must be a 110V A/C capacity, not to exceed 8,000 BTU limitations.
- Air conditioner must be energy star approved.
- No extension cords should be used to run the Air conditioner
- Air conditioner must be maintained in good working order and kept clean.
- Proper installation of air conditioner is mandatory. A wooden block or dowel should be placed on top of the lower sash to the top of the window sash to secure both sashes from being opened. The A/C should be pitched away from the inside of the apartment in order to direct condensation dripping inside. A small bucket should be placed under the A/C unit & emptied regularly. No duct tape, cardboard, cloth or other unprotected/non-weather proof material can be used as A/C side panels.
- Riverview-2<sup>nd</sup> floor units: window air conditioners can only be used in the living room; a portable ac unit can be located in any room
- Archer Court: window air conditioners can only be used in the living room; 2<sup>nd</sup> floor a/c must be portable AC to prevent accidental falling from a height & injuring someone
- Air conditioners are to be off if the resident is expecting to be out of the unit for 12 or more hours.
- Windows are not to be open when A/Cs are operating-wasting of utilities is a lease violation.
- Air conditioners shall not be used when the outside temperature is below 70 degrees
- Air conditioners shall not be used while the heat is on in the unit.
- All air conditioners must be removed from November 1st through May 1st of each year.
- The disposal of air conditioner units are the responsibility of the tenant and cannot be placed in the containers provided for daily refuse (**DUMPSTERS**).
- **SAFETY RISKS** - if an air-conditioner is deemed in an unsafe installation condition, the tenant will be notified and may rectify the situation themselves. IF IT IS NOT RECTIFIED, tenant will be assessed a \$30.00 fee per air conditioner unit due to the unsafe installation and to have the unit safely secured by Housing Authority personnel and/or if removal is by Housing Authority personnel. The \$30.00 fee per AC unit will be per air conditioning season (May through October) regardless of when the AC unit is installed.
- Tenant will be charged for any damage to MHA window or property due to air conditioner installation.

POLICY ADOPTED April 13, 2005.

Policy Revised: June 24, 2020

Reviewed: January 17, 2024

## **Middleborough Housing Authority Air Conditioner Policy**

### **Tenant Confirmation of Air Conditioner Policy:**

The Middleborough Housing Authority will give a written response to a tenant's request and require a signature from the tenant confirming they have received and understand the AIR CONDITIONER POLICY and ENERGY CONSERVATION POLICY.

### Installation:

- Only a 12-3 cord with a ground can be used for extension, if needed.
- Any room that has only one window shall not have a window air conditioner.
- For safety reasons, Riverview shall only have window air conditioner units in the living room. Portable A/C units only may be placed in bedroom windows
- Vinyl or Metal Sash Windows: A wood dowel, or other suitable material, is to be placed on top of the lower sash and under the upper sash to secure both sashes from being opened.
- Weather stripping / A/C kit foam rubber should be placed between the top and bottom sash.
- Proper pitch of A/C unit to direct condensation away from the inside of the apartment
- Failure to properly install window air conditioners will result in a \$30.00 fee per air conditioner unit if Housing Authority personnel must secure the AC unit. The \$30.00 fee per AC unit will be per air conditioning season (May through October) regardless of when the AC unit is installed.

\_\_\_\_\_  
Tenant Signature

DATE: \_\_\_\_\_



**MIDDLEBOROUGH HOUSING AUTHORITY**  
**8 Benton Street**  
**Middleboro, Massachusetts 02346**  
**Tel: (508) 947-3824 fax (508) 947-6393**  
**housing@middleborooha.org**

December 27, 2021

Ann Swallow  
30F Maddigan Way  
Middleboro, MA 02346

Re: Air Conditioner

Dear Ann,

Several times in the past week MHA has observed your air conditioner running when you were not at home and it was between 20-30 degrees outside. You have been advised of this same situation in the past.

As stated in the Air Conditioner Policy (copy enclosed):

- Air conditioners shall not be used when the outside temperature is below 70 degrees
- Air conditioners shall not be used while the heat is on in the unit.
- All air conditioners must be removed from November 1st through May 1st of each year.

If you are out of the unit, there is no reason to have the AC unit running. With the AC running to keep the unit cool and the heating system is running to warm the unit, with both running constantly at the same time, you are wasting resources and defeating both systems intended purpose.

Please comply with the terms of your lease and MHA policies, rules & regulations. Failure to comply may be cause for termination of your lease.

Sincerely,

Josephine A. Ruthwicz  
Executive Director

