



Name
Address
Westbrook ME 04092

Air Conditioner Installation / Inspection Request Form

Name: _____ Building: _____ Unit # _____
Phone: _____

Check ONE

- ☐ INITIAL SET-UP of a NEW – never installed Air Conditioner by Maintenance Staff (Includes removal in Fall) _____ \$65 payment for portable air conditioner.
- ☐ REINSTALL & Removal of a prior fitted Air Conditioner panel (Maintenance will install air conditioner panel) _____ \$25 payment for floor unit
- ☐ SELF INSTALL Air Conditioner panel (Resident will install air conditioner and call to schedule an inspection)
* No charge if installed correctly
* \$25 charge if Westbrook Housing Maintenance has to correct the air conditioner panel
- ☐ MANDATORY ANNUAL INSPECTION - for Year round air conditioning
We inspect the Air Conditioner and Window Casing annually.
_____ \$25.00 payment for floor unit (Westbrook Hsg Maintenance removes & re-installs air conditioner)

Check ONE

- ☐ Auto Pay – Use account that I pay my rent with
- ☐ Check / Money Order – Attached with this form

Check ONE

- ☐ You HAVE permission to enter my unit to perform the above requested service.
- ☐ You DO NOT have permission to enter my unit. I will call the maintenance department with a date and time I will be home

Installation / Inspection Appointment Options Are:

8:am thru 12:00 noon / TUESDAYS, WEDNESDAYS, THURSDAYS ONLY



Air Conditioner Policy

- Window mounted air conditioners are **no longer** allowed in all buildings. Westbrook Housing only allows floor model air conditioners in all its properties.
- Self-Evaporating air conditioners are preferred to avoid leaks and water damage to flooring and to the apartment below.
 - If the unit is not Self or Fully-Evaporative it will have a bucket that collects water that will need to be emptied when full. Before purchasing this type of unit, ensure there is an automatic shut off when the bucket is full to prevent water overflowing the bucket and causing damage.
- Air conditioners must be properly sized for the apartment, typically between 10,000 to 14,000 BTU and in good working order without broken, leaking or damaged parts. Residents are financially responsible for any property damage caused by water leaks or use of damaged or defective air conditioners.
- Maintenance will **not** move or transport air conditioners to or from storage areas or other areas outside of the unit. Residents are responsible for the cleaning and storage of their air conditioning unit.
- Air conditioners may be installed and used no earlier than **May 15th** and must be removed before **October 15th** of each year. Unless there is a currently approved Reasonable Accommodation.
- Residents may install the floor model air conditioner vent panel in the window following manufactures instructions; however, no screws or mechanical attachment to window sashes or jambs is allowed. It is recommended that Residents who install their air conditioner vent panel schedule a maintenance inspection after the installation. There is no charge for this inspection; however, if the self-installed air conditioner vent panel is found to be installed incorrectly, the resident will be charged the applicable maintenance fee. Without this inspection, the resident is responsible for the cost of all repairs for water or physical damage caused by the improper self-installation.
- A **pre-payment** of a \$25 annual maintenance fee is required for residents requesting Maintenance to install and remove the ventilation panel. For residents with an approval for year round air conditioning, the annual fee covers the removal and reinstallation of the ventilation panel for inspection of the window. This fee increases to \$65 if this is the initial installation which requires Maintenance to unbox, assemble and properly fit the ventilation panel to the window.