

# The Master Apartments, Inc

## Window Air Conditioner Unit Installation Guidelines

This reference can also be found online:

<http://www1.nyc.gov/site/buildings/homeowner/installing-air-conditioning-unit.page>

### BEFORE INSTALLATION

- A. Calculate the size of room to be cooled so that you buy an AC unit with enough capacity.
- B. Obtain permission for installation from building management.
- C. Make sure that electrical service is adequate. AC units should have dedicated outlets.
- D. Ensure that the window and frame where the unit will be installed are in good condition.

### INSTALLATION GUIDELINES

**It is recommended that your air conditioning unit be installed by a professional company to avoid injury.**

- A. Every unit must be installed securely and supported either:
  - 1. from underneath by rust-proof support brackets that are strong enough for the size and weight of the AC unit and that transfer the weight of the AC unit from the window sash to the sill. If the AC unit does not include manufacturer-supplied support brackets, use a professional window AC unit installation kit, such as those manufactured by Friedrich, or properly-sized universal support brackets, such as those manufactured by A/C Safe or Thermwell. Brackets should rest on neoprene pads where they come into contact with the building masonry with no drilling into the façade masonry; *or*
  - 2. from the inside with a metal bar or mounting rail secured to the AC unit's metal housing and extending across beyond the edge of the window frame, or with interior angles anchored into the window jamb or building.
- B. The AC unit must be installed so it remains securely in place when the window is opened, or secured so that the window cannot be opened.
- C. Level the unit according to the manufacturer's instructions. Most AC units should tip very slightly to the outside, but some units are designed not to tilt.
- D. Any objects or shims used to prevent movement, level, or adjust the position of the AC unit must be secured to prevent movement and shifting due to vibrations from AC unit, wind, and other weather conditions. Do not use loose objects (e.g., wood blocks, bricks, telephone books) to support or level the AC unit.
- E. Do not place anything on top of the AC unit.
- F. Do not block fire escape windows or other exits with AC unit.

### PERMITS

A work permit or equipment use permit is generally not required to install a common window AC unit, unless the unit exceeds three tons/ 36,000 BTU/ hr.

## **MAINTENANCE**

It is important to periodically check on the position of the AC and the condition of the window frame to make sure that the AC remains supported and secure.

Other considerations include the efficient operation of the unit such as ensuring that all units are insulated and sealed as required to keep bugs, moisture, and hot air from entering; and if possible removing the units in the winter to prevent heat loss.

## **PROPRIETARY LEASE**

### **18c EQUIPMENT AND APPLIANCES**

If, in the Lessor's sole judgement, any of the Lessee's equipment or appliances shall result in damage to the building or poor quality or interruption of service to other portions of the building, or overloading of, or damage to facilities maintained by the Lessor for the supplying of water, gas, electricity or air-conditioning, if any, to the building, or if any such appliances visible from the outside of the building shall become rusty or discolored, the Lessee shall promptly, on notice from the Lessor, remedy the condition and, pending such remedy, shall cease using or displaying any appliance or equipment which may be creating the objectionable condition.

- 21a The Lessee shall not, without first obtaining the written consent of the Lessor, which consent shall not be unreasonably withheld or delayed, make in the apartment or building, or on any roof, penthouse, terrace or balcony appurtenant thereto, any alteration, enclosure or addition or any alteration of or addition to the water, gas or steam risers or pipes, heating or air-conditioning system or units, if any, electrical outlets, wiring or outlets, plumbing fixtures, intercommunications or alarm system, if any, or any other installation or facility in the apartment or building. It shall not be unreasonable to refuse consent to any alteration, enclosure or addition which in any way affects the physical appearance or style of the building either from inside or outside. The performance by Lessee of any work in the apartment shall be in accordance with any applicable rules and regulations of the Lessor and governmental agencies having jurisdiction thereof. The Lessee shall not in any case install any appliance which will overload the existing wires or equipment in the building. Anything contained herein or in subparagraph (b) herein notwithstanding, the written consent of the Lessor shall not be required for any of the foregoing alterations, enclosures, additions, improvements or fixtures from the apartment by a holder of Unsold Shares. However, all such alterations, enclosures, additions, and removals by a holder of Unsold Shares must be done in compliance with all applicable laws, rules and regulations of governmental authorities and the Lessor, and may not encroach or impinge upon the common areas of the building.

**LOCAL LAWS OF THE CITY OF NEW YORK  
FOR THE YEAR 1998  
No. 11**

Introduced by Council Members Spigner, Malave-Dilan, Michels, Linares, Boyland and  
Stabile (by request of Mayor); also Council  
Members Lasher, Robles, Carrion and Espada.

**A LOCAL LAW**

**To amend the administrative code of the City of New York, in relation to inspection of the exterior walls of buildings greater than six stories in height.**

Be it enacted by the Council as follows:

\* §[C26-105.3] **27-129 Exterior walls and appurtenances thereof.**-In order to maintain a building's exterior walls and appurtenances thereof in a safe condition, the following additional requirements shall apply to all existing buildings or buildings hereafter erected which are greater than six stories in height:

**(a) Inspection requirements.**-A critical examination of an applicable building's exterior walls and appurtenances thereof shall be conducted at periodic intervals as set forth by rule of the commissioner, but such examination shall be conducted at least once every five years.

- (1) The initial examination for any building in existence on February twenty-first, nineteen hundred eighty shall be conducted prior to February twenty-first, nineteen hundred eighty-two and the initial examination for any building thereafter constructed shall be conducted in the fifth year following the erection or installation of any exterior wall and/or enclosures.
- (2) Such examination shall be conducted and witnessed by or under the direct supervision of a licensed architect or licensed professional engineer by or on behalf of the owner of the building.
- (3) Such examination shall include, in addition to an inspection, a complete review of the most recently prepared report.
- (4) Such examination shall also be conducted in accordance with applicable rules promulgated by the commissioner.

**(b) Notification requirements.**- Whenever an architect or engineer learns through a critical examination of a building's exterior walls and appurtenances thereof of an unsafe condition prior to the filing of a report with the department of buildings pursuant to subdivision (c) of this section, he or she shall notify the owner and the department of buildings immediately in writing of such condition.

**(c) Report of examination.**- Such architect or engineer shall submit a written report certifying the results of such examination to the commissioner, clearly documenting the condition of the exterior walls and appurtenances thereof, as either safe, unsafe or safe with a repair and maintenance program. The report shall include a record of all significant deterioration, unsafe conditions and movement observed as well as a statement concerning the water tightness of the exterior surfaces. Such report must be signed by and bear the professional seal of such architect or engineer.

**(d) Necessary repairs.**

**(1) Unsafe condition.**

a. Upon the filing of the architect's or engineer's report of an unsafe condition with the commissioner, the owner, his or her agent or the person in charge shall immediately commence such repairs or reinforcements and shall undertake such measures as may be required to secure public safety and to make the building's exterior walls or appurtenances thereof conform to the provisions of this code.

b. All unsafe conditions shall be corrected within thirty days of the filing of the critical examination report.

c. The architect or engineer shall inspect the premises and file an amended report setting forth the condition of the building within two weeks after repairs to correct the unsafe condition have been completed.

d. The commissioner may grant an extension of time of up to ninety days to complete the repairs required to correct an unsafe condition upon receipt and review of an initial extension application submitted by the architect or engineer together with such additional documentation as may be prescribed by rule.

e. The commissioner may grant a further extension of time to complete the repairs required to remove an unsafe condition upon receipt and review of an application for a further extension submitted by the architect or engineer together with such further documentation as may be prescribed by rule.

**(2) Safe condition with a repair and maintenance program.** An architect or engineer shall not file a report of a safe condition with a repair and maintenance program for the same building for two consecutive filing periods unless the second such report is accompanied by his or her certification attesting to the correction of all conditions identified in the earlier report as requiring repair.

**(e) Exceptions.**-The additional requirements imposed by this section shall not be applied to any part of an exterior wall which is less than twelve inches from the exterior wall of an adjacent building.

**(f) Violations.**-Any person who shall violate, or refuse, or neglect to comply with any provisions of this section shall, upon conviction thereof, be punished by a fine of not more than one thousand dollars, or by imprisonment not exceeding six months, or both; and any such person shall, also, for each offense, be subject to the payment of a penalty in the sum of two hundred fifty dollars for each month there is non-compliance, to be recovered in a civil action brought in the name of the commissioner.

**(g)** With respect to buildings in existence on March first, nineteen hundred ninety eight, the initial critical examination of an exterior wall which was not subject to such examination under the provisions of paragraph one of subdivision d of this section in effect prior to the effective date of this local law shall be conducted prior to March first, two thousand.