



# **W.O.T.C. TENANTS' CORP.**

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To: All Residents of Windsor Oaks  
From: Board of Directors, W.O.T.C. Tenants Corp.  
Re: Installation of Air Conditioning Units following window replacement project  
Date: August 17, 2017

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Prior to the replacement of windows in each apartment, existing air conditioner units will need to be removed. If a resident has an old air conditioner unit, now is a good time to consider its replacement. When the air conditioner units are reinstalled, they **MUST** be reinstalled safely. Each air conditioner has manufacturer's recommendations and instructions regarding safe installation. However generally;

1. The unit must be installed securely, supported from the underneath or fastened from the inside with metal brackets.
2. No installation is to be affixed to the windows or frames as that will void the window warranty.
3. Shims or other objects such as bricks cannot be used.
4. The air conditioner unit must be installed so that it remains in place even if the window in which it is placed is accidentally opened.
5. The air conditioner should be tilted correctly as to provide for water drainage.
6. Nothing should be placed on top of the air conditioner unit.

All items for proper and safe installation must be provided by the resident and must be on site the day of window installation. There will be no exceptions. If the materials are not provided, the air conditioner unit will not be placed back into service.

