



COMMONWEALTH TERRACE CO-OP

Air Conditioner Installation Instructions

ONE BEDROOM + TWO BEDROOM SPLITS

Steps to Install AC Unit:

Attention: Do not use any type of screw or device that will leave a hole or create permanent damage to the window or window frame when installing your air conditioner.

1. SELECT LOCATION

Determine where you want to install the air conditioner and measure the window opening. The air conditioner you have needs to fit into the opening of the window and needs to be close to a three-prong grounded outlet. **No extension cords can be used.**

2. WINDOW PLACEMENT

Request the assistance of another adult. Open lower operating window, keeping a firm grip on the air conditioner, carefully place the AC into the window opening so the bottom rail of the AC is sitting just inside the window frame. Close the window down over AC so that the lower operating window is resting on the outside portion of the top AC rail.

3. CREATE + INSTALL SUPPORT

While someone holds down the lower window onto the top of the AC, measure from the top of the lower window frame to the very top of the inside of the whole window unit. Purchase a closet rod or dowel and cut to the size measured. Install the dowel on both sides of the top of the lower operating window, and make sure they fit tightly against the top of the whole window unit. Do not use spring rods as they are not as safe. (See picture 4 - this will keep the lower window from rising off the top of the AC, holding the AC down firm.) The AC must be set in the window frame with a slight degree of angle to the outside for proper drainage of water from the AC.

4. SECURE AC UNIT

Extend the accordion side panels out until they come in contact with the sides of the window frame. Please use tape only to secure accordion side panels to the window frame. If AC unit is undersized for the window being used, either put AC in another window or measure and cut a material (like masonite or heavy cardboard) to fill the space from the side of the AC unit to the window frame.

5. TILT, PLUG-IN, ENJOY

Make sure that before you directly plug your air conditioner into a three-prong grounded outlet and enjoy your air conditioner that the AC is slightly tilted toward the outside for proper drainage of water. If not, water will enter the window and apartment causing damage.

6. QUESTIONABLE WORK?

If you are unsure of your installation, please call for maintenance to inspect.

<p>STEP 1: LOCATE</p> 	<p>STEP 2: PLACE</p> 
<p>STEP 3a: MEASURE</p> 	<p>STEP 3b: CUT</p> 
<p>STEP 3c: SUPPORT</p> 	<p>STEP 4: SECURE</p> 

Additional Guidelines

- Close your shades on the sunny side of your apartment to reduce heat transfer.
- If you desire fresh air in your apartment, only open your windows during the early morning hours or late evening, keeping windows closed during the daytime as much as possible.
- Purchase the proper sized air conditioner for the space needing to be cooled. Air conditioners are rated according to BTU's. (See next page for table 1) do not buy an air conditioner which is oversized in BTU's. You need to both cool and dehumidify the space. If AC is too big (in BTU's) it will cool too quickly leaving the space too humid, too cold, or both.
- Insulate or stuff/close up any holes around the installed air conditioner to prevent heat from entering, and wasted energy to cool the space.
- Turn off air conditioner or put on low when you are not at home or away for a period of time.

Select an Air Conditioner Unit:

Use the table below to choose an air conditioner that fits your needs.

NUMBER OF ROOMS COOLED	MINIMUM AREA (SQ.FT.)	MAXIMUM AREA (SQ.FT.)	ENERGY NEEDED (BTU)
One	-	100	4,000 - 6,000
One	100	180	6,000 - 7,500
One	180	270	7,500 - 9,000
One	270	400	9,000 - 10,500
Several	-	400	10,500 - 12,000
Several	400	500	12,000 - 13,500
Several	500	700	13,500 - 15,000
Several	700	800	15,000 - 16,500
Large Areas	-	900	16,500 - 18,000
Large Areas	900	1000	18,000 - 19,500
Large Areas	1,000	1,100	19,500 - 21,000
Large Areas	1,000	1,100	19,500 - 21,000
Large Areas	1,100	1,200	20,000 - 22,500
Large Areas	1,200	1,500	22,500 - 24,000
Large Areas	1,500	1,700	24,000 - 25,500
Large Areas	1,700	1,900	25,500 - 27,000
Large Areas	1,900	2,200	27,000 - 28,500