



COMMONWEALTH TERRACE CO-OP

Air Conditioner Installation Instructions

TWO + THREE BEDROOM PHASE IV UNITS

Steps to Install AC Unit:

1. All air conditioning units must go into one of the metal sleeves that are already installed through the wall
2. Determine which room the air conditioner will go in and the desired cooling need. Is it just for that room, or a larger space?
3. Based on the location, determine BTU needs from chart attached. **Maximum AC size is 15" high x 25" wide.**
4. Remove inside insulated cover and any metal covers that may be in the metal wall sleeve. Store these safely in a closet to re-install after summer is over.
5. With the help of another person, carefully set the air conditioner inside of the sleeve. Fill in any open spaces on the top or sides that you can see through. If not, insects, bees and water may enter through the opening, and you will also lose a lot of the cooling effect of the AC.
6. Plug the air conditioner into the outlet provided next to the sleeve. **Do not use an extension cord.**



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