

## Window Air Conditioning Units Policy

Policy name	Window Air Conditioning Units Policy
Policy number	5.9
Date developed	April 7, 2020
Date reviewed or revised	April 27, 2020
References	<i>Residential Tenancies Act, 2006, S.O. 2006, c. 17</i> <i>Ontario Occupational Health &amp; Safety Act, R.S.O. 1990, c.O.1</i>
Also see	Health & Safety Policy Tenancy Agreement – Schedule A

### Policy statement

It is Housing Cambridge's policy to ensure tenants that place window air conditioning units within their apartments/townhouses do so in a safe and respectful manner.

### Purpose and scope

#### Purpose

The purpose of this policy is to set out the rules and procedures for the use of window air conditioning units within properties managed by Housing Cambridge.

#### Scope

Staff who manage the facilities and those who use the occupy units of Housing Cambridge will be guided by the rules and procedures outlined in this policy.

## Definitions

### Window Air Conditioning Units

Window Air Conditioning Units are self-contained, single-unit air conditioners that are mounted inside an open window or a sleeve specially designed for an air conditioner. This means that all of the components which enable the air conditioner to function are located within itself. There are no external components to the system.

## Procedure

A tenant must get written permission to install a window air conditioner from Housing Cambridge.

Going forward, Housing Cambridge will no longer provide this permission for air conditioners unless it is in a window or a sleeve specially designed for an air conditioner contained within a balcony or designated location (i.e. sleeve or cut out in building structure). All units need to be CSA approved.

Housing Cambridge strongly encourage the use of floor model, self-contained air conditioning units.

Units must not allow condensation water or rainwater to enter the building (into the owner's unit or a neighbouring unit). Damage to the unit will be the responsibility of the tenant i.e. An invoice will be sent to the tenant for any damages to the unit or to other units.

Air conditioning units must be properly serviced and maintained by the tenant. Housing Cambridge reserves the right to inspect the unit prior to installation and annually thereafter.

Noisy units must be repaired or replaced.

Housing Cambridge may determine the time period in which a window air conditioner may be installed.

Air conditioners must be plugged directly into a three-prong outlet. Extensions cords are not permitted as they can cause fires.

Tenants will be advised to never keep appliances or home electronics running when not at home.