

# TECHNICAL & SERVICE STANDARDS

## UNIT MODIFICATION POLICY



# PORTABLE AND WINDOW AIR CONDITIONERS (A/C)

Date Issued: February 1, 2016

## IMPORTANT REMINDERS

OCH may approve **minor modifications** regarding the installation of portable air conditioner.

**You are responsible** for any damage to people or property caused by the modification, its installation or removal.

These are the conditions that must be met and maintained for the **if OCH approves installation of an air conditioner (A/C) unit.**

### BEFORE CONSIDERING AN INSTALLATION



#### You must have written permission from OCH

To get a written permission from OCH, you must:

- Have and maintain third party liability insurance
- Agree to return OCH property to its original condition if OCH asks you to and when you move out
- Agree to pay all costs for changes, installations, and repairs to any person or property

### LIMITS ON INSTALLATION AND/OR MODIFICATION



#### If OCH approves the installation of a window A/C in apartment buildings:

- Only if the unit is installed in a window over a balcony. If there is no balcony a floor model A/C unit must be installed.
- Must be removed no later than October 15, each year.

#### For all A/C units in OCH buildings:

- Use only a self-evaporating A/C unit
- Install in the lower window position of vertical sliding windows
- Do not let the A/C unit rest, sit or be supported by the window frame
- Only 1 A/C unit for a bachelor or one bedroom homes, maximum of 2 A/C units or all other homes
- Follow manufacturer's instructions
- Install an A/C unit that uses 12 amps or less
- Plug the A/C unit directly into the electrical outlet, or use appliance grade extension cord (a 12 gauge, 6 foot/2 metre)
- Do not attempt a permanent installation
- Do not modify or drill any holes in the window, window frame or building (must not void the window manufacturer's warranty)
- Seal the opening of the window
- Use the window inserts provided with the A/C unit, or use ¼ inch plywood painted white
- Do not install in a window on a door
- After first installation is complete, OCH must be called in for an inspection

### END OF TENANCY



- A/C units must be removed and original windows must be replaced
- Window, window frame and walls must be returned to the original condition at tenant's expense

For more information, check your lease or contact your property manager.

Department: Tenant Experience



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March 2024



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