



West Springfield Housing Authority

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West Springfield Housing Authority

Air Conditioner Policy

1. Written request from tenant followed by written permission from the WSHA.
2. Maximum BTU SIZE, 5000 depending on size of apartment.
3. Total number of AC units allowed.
4. AC units must be energy star approved.
5. Extension cords (if needed) must be a 12-3 heavy duty appliance cord with ground.
6. Installation date no sooner than June 15th - End of heating season.
7. Removal date at least by September 15th - Start of heating season.
8. Proper installation instructions. You should solicit 3 price quotes from local contractors that are willing to install the AC units according to the following criteria.
 - a. Wood Sash:
 - i. An "L" bracket is to be used for securing both the top sash and lower sash together so they are not able to be opened.
 - ii. Weather stripping to be installed between the upper and lower sash.
 - iii. No duct tape, cardboard, cloth or other unprotected material that is not weather proof will be used as side panels.
 - b. Vinyl Sash: **POSITIVELY NO DRILLING IN VINYL FRAMES**
 - i. A wood dowel or other suitable material is to be placed on top of the lower sash and directly under the handle (if present) of the upper sash to secure both sashes from being opened.
 - ii. An "L" bracket can be used when there is no upper sash handle.
 - iii. Weather stripping installed between the top and bottom sash.
 - iv. No duct tape, cardboard, cloth or other unprotected material that is not weather proof will be used as side panels.
 - c. **Proper pitch of A/C unit to direct condensation away from the inside of the apartment.**
 - d. The price quote list can be given to tenants for them to choose an installer. Advise the tenant to keep the receipt as proof of "approved" AC installation.
9. Air conditioners must be maintained in good working order and kept clean.
10. When a room only has 1 window, a window mounted AC is prohibited as it blocks emergency egress. A portable AC that does not prevent an emergency escape may be used. Portable AC units that use condensation reservoirs may flood the apartment and are therefore not recommended.

Proper Window Air Conditioner Installation Guidelines

A. For a Double-hung Window:

1. Measure the area you want to cool and calculate the size of the air conditioner you will need.
2. If possible, place the window A/C unit in a window closest to the center of your room, and in one that receives some shade in the afternoon. In addition, try to place your unit close to an electrical outlet, as efficiency will drop the further away you are from your electrical service.
3. Determine the window you want to install the air conditioner in and measure its opening. The air conditioner you buy needs to fit into the opening and all air conditioners aren't the same size.
4. Install the mounting brackets that came with the air conditioner unit (be sure to follow the manufacturer's directions).
5. Open window and slide the air conditioner into the bedroom or living room window opening and fix it to the mounting brackets (as per manufacturer's instructions.) If window has full screen, remove and store screen. Half screen can be moved up and stored in place. Where provided place A/C unit on top of wood or PVC blocking to protect window sill from damage and use shims to pitch A/C unit to drain to the outside.
6. Lower the window down onto the top of the air conditioner unit.
7. Pull out the extensions on each side of the air conditioner and attach them to the window frame. If unit does not have extension jambs, use a weather proof panel that will stand up to the elements such as painted insulated panels do not use cardboard, plastic sheet, particle board or towels to cover side window openings.
8. Using a piece of foam weather stripping (may be provided by the manufacturer), between the glass of the upper sash and the top of the window now resting on top of the A/C unit to ensure an airtight seal.
9. Attach the drainage hose (if supplied) to the outside of the air conditioner.
10. Caulk around the outside of the A/C unit to help keep the warm air outside.
11. Plug in your air conditioner, turn it on and enjoy the cool air.
12. At the end of the cooling season, remove foam weather stripping, mounting brackets, hose, insulated panels, blocking and air conditioner and reinstall full window screen if removed

B. For a Sliding Window:

1. Repeat steps 1 through 3 above for double-hung window.
2. Install the mounting brackets that came with the air conditioner unit (be sure to follow the manufacturer's directions). Also, installation guidelines will vary by housing authority due to local building conditions and WSHA policies.
3. Move sliding window to the open position and remove & store window screen.
4. Place A/C unit either horizontal or vertical depending on size of window opening. Where provided place A/C unit on top of wood or PVC blocking to protect window sill from damage and use shims to pitch A/C unit to drain to the outside.
5. Slide window tight to air conditioner and install weather tight Plexiglas panel with frame above unit as approved by the local housing authority.
6. Using a piece of foam weather stripping between the closed sliding glass window sash and the partially closed sliding glass window sash pushed against the side of the A/C unit to ensure an airtight seal.
7. Attach the drainage hose (if supplied) to the outside of the air conditioner.
8. Caulk around the outside of the A/C unit to help keep the warm air outside.
9. Plug in your air conditioner, turn it on and enjoy the cool air.
10. At the end of the cooling season, remove foam weather stripping, mounting brackets, hose, blocking, Plexiglas panel with frame and air conditioner and reinstall window screen that was removed.

C. For a Casement Window: (considered a permanent installation)

1. Repeat steps 1 through 3 above for double-hung window.
2. Remove screen and casement window from the existing frame and store in unit.
3. Install the mounting brackets that came with the air conditioner unit (be sure to follow the manufacturer's directions).
4. Place A/C unit either horizontal or vertical depending on size of window opening. Where provided place A/C unit on top of wood or PVC blocking to protect window sill from damage and use shims to pitch A/C unit to drain to the outside.
5. Install permanent weather tight Plexiglas panel with frame and caulking above unit as approved by the local housing authority.
6. Attach the drainage hose (if supplied) to the outside of the air conditioner.
7. Caulk around the outside of the A/C unit to help keep the warm air outside.
8. Plug in your air conditioner, turn it on and enjoy the cool air.