

UPWOOD PARK SALVADOR DEL MUNDO CO-OPERATIVE HOMES INC.

Air Conditioning Policy

PURPOSE:

The purpose of this document is to provide a guideline for the installation and usage of Air Conditioner units on Upwood Park Salvador Del Mundo Co-operative Homes Inc.'s Building property, and to ensure the following:

- a) **the Air Conditioning unit is properly installed and safe to be operated, without damage to Upwood Park Salvador Del Mundo Co-operative Homes Inc.'s building property and without harm to individuals**
- b) both that the Air Conditioning unit being installed meets minimum energy usage requirements, and the installation of that unit minimizes any loss in energy efficiency
- c) a portion of the operational/electricity costs are recovered from the users of the Air Conditioning unit

POLICY:

1. **EQUIPMENT**

- a) The unit must be less than 10 years of age.
- b) The unit must be in good working condition (no leaking fluids, frayed cords, missing components, etc.)
- c) The unit must meet all government regulations (with respect to safety, usage, etc.)
- d) The unit must be Energy Star rated and/or have an EER rating of 9 or greater and/or have a SEER rating of 10 or greater.
- e) This policy applies to both window unit types and portable units.

2. **INSTALLATION**

The unit may be installed by member or by Upwood Park Salvador Del Mundo Co-operative Homes Inc.'s certified HVAC contractor, at the request of the member. **Installation should take place after May 15th and before June 1st.**

- a) The Air Conditioning units are to be installed in a safe and secure manner using pre-engineered brackets and/or supports so that there is no danger of the unit falling to the ground during installation or operation.
- b) The units are to be installed in a reasonably air-tight fashion so as to maximize energy efficiency.
- c) The units must be connected to an electrical outlet and circuit that matches the wattage requirement of the unit. The circuit/outlet is to be dedicated to the unit. Any extension cords used must be a minimum of 14 gauge, 15 amp with 3 prongs (or greater if required by the unit).
- d) The unit is to be positioned and/or adjusted so that any water generated by the unit does not damage any building property or affect other tenants in the building.
- e) Any filters are to be cleaned at the time of installation.
- f) A follow-up inspection may be completed by Upwood Park Salvador Del Mundo Co-operative Homes Inc.'s property.
- g) sometime subsequent to the initial installation to ensure the installation remains sound and the unit is operating properly.

3. MAINTENANCE & OPERATION

- a) The proper functioning and maintenance of the unit is the responsibility of the member.
- b) Any units that cease to function, become damaged, cause excessive noise, cause damage to Upwood Park Salvador Del Mundo Co-operative Homes Inc or member property (i.e. water) may be removed by Upwood Park Salvador Del Mundo Co-operative Homes Inc

c) Members found to have operating units in an inefficient or unsafe manner such as running units when not present in the building for extended periods, leaving windows open or using improper electrical cords may have their units removed if the issues are not corrected at the discretion of Upwood Park Salvador Del Mundo Co-operative Homes Inc.'s management.

4. COST

a) An Air Conditioning fee of \$50.00 will be applied to units that have Window Air Conditioning unit installed (per season May 15th to September 15th).

b) The cost for installation of the unit by HVAC contractor is in the amount of \$250.00 Installation should only take place once payment has been received or a payment plan has been agreed to.

c) Members who have installed units on their own and whose units are found improperly installed will be charged a fee in the amount of \$250.00 as Co-op's certified HVAC contractor will have to install these units properly.

Passed by the Board of Directors on **October 20 ,2016.**

President

Corporate Secretary