

## Request to Install Air Conditioner

Date: \_\_\_\_\_ Name/Qtrs: \_\_\_\_\_  
Home/Mobile Phone #: \_\_\_\_\_ Duty #: \_\_\_\_\_

This request to install an air conditioner in quarters must be returned to the Community Management Office for approval prior to installation. Air conditioner(s) must be installed to the standards described on this form and must pass an inspection by a Balfour Beatty Communities maintenance employee. If the installation fails inspection, the air conditioner must be installed by an approved licensed contractor. Please make sure this form is completed in entirety.

### Conditions and specifications:

- If approved, the resident assumes all financial responsibility for the purchase, proper installation, removal and any damages caused during use.
- The air conditioner must fit existing windows without causing damage. No alterations to the quarters, windows, or electrical services may be made.
- If the existing window needs to be removed in order to install the air conditioning unit, use Plexiglas (not plywood, cardboard or other materials) to seal the remaining opening.
- A maximum of two 110V window air conditioners may be installed. We recommend 5,000 BTUs per AC, and no greater than 10,000 BTUs per AC.
- Remove the air conditioner(s) before terminating the quarters. Final clearance will be granted after the air conditioner(s) have been removed.
- No additional 110V outlets or 220V outlets may be installed.
- Use of evaporative cooling (swamp coolers) is encouraged. These coolers use 80% less energy and add moisture to the air.

### Energy Management Policy:

Occupants are responsible for practicing energy conservation, avoiding waste and abiding by Installation Energy Management Policies and Procedures. The following policy has been established by Post Headquarters:

- Fort Carson is not in an area where air conditioners are normally authorized.
- Request for permission to install an occupant owned air conditioner must be submitted to the Community Management Office PRIOR to installation. Occupant owned air conditioners must meet the requirements of the house; no modifications to the house will be approved to accept the air conditioner(s).
- Open windows during the cooler evenings, night and early morning hours to allow cool air in. Close window coverings and doors to minimize warming during the heat of the day. Use fans only as needed.

*I, the undersigned, understand and agree to the conditions as stated above.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**APPROVED**

**DENIED**

**Management Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_