

SPECIFICATIONS FOR INSTALLATION AND MAINTENANCE OF THROUGH THE WALL HEAT PUMPS, COOLING WITH ELECTRIC HEAT UNITS AND STRAIGHT COOLING MODELS INSTALLED IN EXISTING AIR CONDITIONER OPENINGS. (rev. 12.2019)

1. GENERAL

These specifications are designed and approved for installation and maintenance of through the wall Heat Pump Models, Cooling with Electric Models and Straight Cooling Models (air conditioning with gas heat is strictly prohibited). Units must be designed for through the wall installation. Window units are strictly prohibited.

Units shall be no more than 36 inches wide (bricks will not support a wider opening) and 18 inches high. Any adjustment to the size of the original opening, whether an increase or decrease, must be made by a Parkfairfax approved licensed mason/contractor. **(Contact the PFX Association office for a current list of approved licensed mason/contractors.)** A new or replacement unit must extend past the outside wall a minimum of 2 inches and a maximum of 12 inches. Any exhaust or intake vents must be on the back of the unit. Side vents are strictly prohibited.

Additional mechanical items for unit support, such as cages, brackets, shelves, etc...shall not be used during installation or maintenance of units. Nothing related to a unit installation shall extend beyond the original frame dimensions of the units themselves. Any repairs to the plaster are the sole responsibility of the unit owner.

Units themselves shall not be modified in any way from the original design either during installation or maintenances activities. This includes removing rear vent louver covers or drilling drain holes in the bottom of the units.

Units shall be installed within a manufacturer's suggested sleeve or existing sleeve if it is undamaged and the proper size to limit possible damage to common elements to include patios, windows, doorways, and walkways.

Any damage to common elements or other unit owner's property caused by condensation shall be the responsibility of the air conditioner unit owner and require the owner to replace the defective air conditioner.

Covenants Application for a Routine Change must be submitted to the Covenants Director and approved by the General Manager prior to commencing any work dealing with replacing the air conditioner units.

Covenants Application for Non-Routine Changes must be submitted and approved by the Covenants Committee prior to commencing any work dealing with enlarging openings, reducing openings, and removing/replacing sleeves. This work shall only be done by an

approved licensed contractor. A copy of the contractor's license must accompany the application.

The Association Office must be notified (998-6508) after installation is completed so an inspection of the outside of the building may take place.

2. INSTALLATION AND MAINTENANCE PROCEDURES

- A. Remove the existing air conditioner from the sleeve.
- B. Remove the sleeve from the wall, if required due to damage or wear of existing sleeve or size of new unit requires a larger or smaller sleeve.
- C. If installing a larger unit, the opening is now ready to be enlarged. Measure from one side and mark the brick on the other side with chalk, draw a straight line from top to bottom on the side and along the bottom of the opening. Now the bricks must be cut with a masonry saw (wet saw recommended) following these lines. The bricks must be cut one halfway through and then completed with a brick chisel.
- D. If installing a smaller unit, the opening is now ready to be reduced to accommodate the new sleeve. Repair/infill masonry wall using a brick and mortar color approved by Parkfairfax. **[The association office can address any questions on the brick/mortar color]** Infill shall be toothed into the adjacent masonry wall (all widths) to the correct dimensions of the sleeve.
- E. If the opening was enlarged or just the sleeve was removed, repair any loose mortar joints with new cement.
- F. When replacing the existing wall sleeve, install the new sleeve according to the manufacturer's installation instructions making sure the AC unit has the correct tilt so the water condensate can flow properly from front to back of the unit. If new sleeve is installed, caulk sleeve to the exterior wall. If using the existing sleeve, make sure the new AC unit has the correct tilt from the front to back per the manufacturer's installation instructions so the water condensate can flow properly from front to back of the unit. **[This is to prevent water from entering the interior of the residence through the new unit and possibly damaging the floors and or plaster.]** Also, check the caulking between the existing sleeve and the exterior wall for needed repair or replacement.
- G. Install the unit into the sleeve. Caulk the outside of the unit to the inside of the sleeve on top and sides (bottom should be left uncaulked). If using the existing sleeve, the gap between the new unit and the existing sleeve should be no more than 2 inches at the top, and 1 inch at the sides and bottom. Before exterior caulking of gaps on the sides and top, insert closed cell foam backer rods in gaps 1/2 inch and larger to create a firm backing to support the caulk. Closed cell foam backer rods are available in home improvement stores and online. The closed cell foam backer rod should have a diameter slightly wider than the gap.
- H. **The unit owner is responsible for the initial caulking of the air conditioner sleeve to the building's brickwork, and the initial and ongoing maintenance of the caulking of the air conditioner to the sleeve. The Association is responsible for maintaining the**

caulking of sleeve to the building's brickwork following the initial unit installation and caulking.

- I. **The unit owner is responsible for the maintenance and serviceability of the unit.** Unit owners are also responsible for ensuring any installation or maintenance debris is completely cleaned from the common elements below.

3. DRAINAGE SYSTEMS

Upon adoption of the updated through the wall specifications, Parkfairfax unit owners will no longer be able to install drainage systems to an existing air conditioner. Parkfairfax unit owners will need to replace the defective unit.