

## **INSTRUCTIONS FOR APPROVAL TO INSTALL EXHAUST FANS**

The installation of bathroom/kitchen through-the-wall fans, bath ceiling fans, and kitchen range hoods must conform to the attached specifications. Administrative approval is required prior to installation.

**I. OBTAIN THE FOLLOWING DOCUMENTS FROM THE ASSOCIATION OFFICE:**

- A. Administrative Application for Routine Change
- B. Indemnification Agreement and Covenant
- C. Specifications for Exhaust Fan Installation

**II. FILL OUT AN ADMINISTRATIVE APPLICATION (ALL UNIT OWNERS MUST SIGN) AND ATTACH THE FOLLOWING:**

- A. A diagram showing where and how the fan will be installed, where the wall cap will be located on the building and the size and color of the wall cap.
- B. Copies of informative and technical data on the fan furnished by the manufacturer or vendor.
- C. Indemnification Agreement and Covenant form signed by all unit owners and notarized. (Notaries are available at the Association Office).
- D. Copy of contractor's license.
- E. Copy of permit from the City of Alexandria.

**III.** Return all of the above documents to the Association Office.

**IV.** The General Manager will review your application and if all of the above documents are in order, you will be notified of the disposition of your application.

**V.** The Covenants Director will obtain the Association President's notarized signature on the Indemnification Agreement and file it in your unit owner's file.

**VI.** Please call the Covenants Administrator at 998-6315, if you have any questions and/or to ensure all your documents have been properly filled out.

**SPECIFICATIONS FOR KITCHEN RANGE HOOD  
WITH EXHAUST FAN VENTED TO OUTSIDE AND SELF-VENTED SYSTEMS**

These specifications were revised in October, 1989, to encompass new kitchen appliances, such as microwave ovens and self-venting ranges, which do not require exhaust fans vented to the outside.

**I. CONTRACTOR**

The installation of a range hood with exhaust fan shall be performed by a licensed and bonded mechanical and/or electrical contractor, registered in Virginia and experienced in cutting through the kinds of walls in which the range hood ductwork will be installed. The Association will approve and/or may verify the qualifications filed by the Contractor. The Contractor shall be responsible for obtaining all necessary building and electrical installation permits for the installation of range hood prior to the start of work. The unit owner must provide a copy of the permit with their application for approval from the Covenants Committee.

**II. SELF-VENTING SYSTEMS**

If the kitchen has a window and the kitchen range hood has some type of self-exhaust, the range hood does not have to be vented to the outside. In such a case, a recirculating fan with a removable, cleanable filter is acceptable. No application for approval is necessary.

**III. PRODUCT INFORMATION**

The make, model number and description of the range hood and exhaust fan and a copy of the warranty must accompany your application.

**IV. DESCRIPTION AND LOCATION**

A brief description of the work to be performed must be provided. The location of the wall cap (distances from windows, ground and edges of building), size and color of the wall cap must also be provided.

**V. RANGE HOOD AND EXHAUST FAN**

The range hood and exhaust fan shall be a complete manufacturer's unit with a finish of baked enamel or stainless steel. Combination range hood/microwave oven units are acceptable. The range hood shall have an integral start/stop switch. It must include an easily accessible, aluminum mesh, cleanable grease filter and must be approved by Underwriter's Laboratory or an equivalent safety-testing laboratory. The fan must carry a manufacturer's warranty of at least one year.

## **VI. DUCTWORK**

The range hood shall be vented directly out the exterior wall. If a direct system is not possible, then the range hood shall be vented by means of an insulated duct from the hood to the outside discharge. The duct from the range hood to the outside discharge shall be constructed of 28-gauge stainless steel, galvanized steel, or aluminum, within the following dimensions:

- A. A rectangle not to exceed 3-1/4 inches by 10 inches.
- B. A circle not to exceed six (6) inches in diameter.
- C. A shape and size, which conforms to the range, hood manufacturer's requirements for duct sizing.

The duct must be at least two (2) inches clear of any combustible material. The duct should take the simplest and most direct path possible from the range hood to the exterior wall.

## **VII. INSULATION**

The insulation shall be made of inorganic glass fibers, semi-rigid for ductwork and suitable for temperatures up to 450 degrees F. Insulation shall have a density of three (3) pounds per cubic foot and a thickness of 1 inch. Insulation shall include a factory applied vapor barrier. Recommended: Owens/Corning Fiberglass, type 703 with FRK-25 factory applied foil-reinforced draft facing or equal.

## **VIII. INSTALLATION**

- A. Location of ductwork and outside vent.  
The location of the vent(s) shall be considered by the Covenants Committee on a case-by-case basis.
- B. Permanent venting, opening symmetrical.  
The range hood must be vented permanently by means of an intrusion through the exterior wall. Excess opening shall be kept to a minimum. Opening shall be made so that rain hood and flange will provide a symmetrical pattern with the adjacent exterior brick.

- C. Appropriate drainage and caulking.  
The space between the wall and the duct shall be purged out to provide drainage and minimize the penetration of moisture into the walls. The hood flange shall be caulked with silicone or butylenes caulk with provision of a weep hole at the bottom for drainage from purged out area.
- D. Standards.  
The duct must be installed in conformance with the standards of the Sheet Metal and Air Conditioning Contractors National Association. Manufacturer's installation instructions shall be followed during the installation.
- E. Vent hole intrusion.  
The opening to the outside shall have a louvered back draft damper and shall be covered by a wall cap (exterior vent hood/rain hood). The shape and dimensions of the vent hole intrusion shall be one of the following:
1. A rectangle not to exceed 4 inches by 10-3/4 inches.
  2. A circle not to exceed 6-3/4 inches in diameter.
  3. A shape, which conforms to that of any ductwork installed.  
(In this case, the dimensions of the vent hole shall be up to 3/4 inches greater than the corresponding dimensions of the cross section of the duct.)
- F. Wall cap.  
The outside hood or cap, including flange, shall be constructed of 28-gauge aluminum and shall be large enough to cover the masonry intrusion hole completely. However, in no case shall the dimensions of the base of the wall cap exceed 15 inches by 15 inches and protrude no more than 4 1/2 inches from the building. The wall cap and surrounding caulking shall be painted to blend with the color of the exterior bricks. Rustoleum paint containing silicone or an equivalent shall be used.
- G. Electrical Wiring.  
The electrician shall wire the fan to a suitable circuit in accordance with the National Electric code and the City of Alexandria.
- H. Cleanup.  
All debris shall be removed from the site at the end of each days work.

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION  
SPECIFICATIONS FOR BATHROOM CEILING TYPE EXHAUST FANS**

**I. GENERAL**

The contractor shall be responsible to obtain City of Alexandria building and electrical permits prior to the start of work and shall pay all fees involved. At the completion of the work the contractor shall request inspection and obtain approval of the Buildings and Mechanical Inspections Department of the City of Alexandria.

**II. MATERIALS AND WORKMANSHIP**

The make, model number and descriptive literature of the wall exhaust fan and a copy of the fan warranty shall be furnished for approval. All electrical work shall be accomplished by a licensed, bonded electrician registered in Virginia.

**III. CEILING EXHAUST FAN**

The ceiling exhaust fan shall be a complete manufacturer's unit consisting of baked enamel anodized aluminum grill for the interior, a through the ceiling metal duct or sleeve and internal back draft damper. The fan shall be of the direct drive, propeller type having a cubic feet per minute capacity of not less than 60 or more than 450 and a scone rating of not more than 8. The damper shall open when a wall switch starts the fan. The fan must be UL (Underwriter's Laboratory) approved. The fan shall have a manufacturer's warranty of not less than one (1) year. All bathroom exhaust systems with an attic above should have a duct to an outside wall cap.

- A. For bathrooms directly below attics, the duct from the ceiling fan shall run in the attic to the chase behind the bathroom wall to discharge through the brick at least 8 inches below the fascia board.
- B. For downstairs bathrooms with dropped ceilings, fans may be placed with ductwork running either: (1) in the dropped ceiling directly to the outside wall; or, (2) through the dropped ceiling to the chase and through the outside wall.
- C. If bathrooms do not fall in one of the above three categories, it will likely be necessary to use a different method of exhaust other than the ceiling fan. Individual plans, inspected and approved by Association staff, can be considered by the Covenants Committee.

#### **IV. DUCTWORK**

The duct from the ceiling fan to the outside discharge shall be 28 gauge, stainless steel, galvanized steel or aluminum, 3 ¼ inches by 12 inches.

#### **V. INSULATION**

Insulation shall be made of inorganic glass fibers, semi-rigid for ductwork and suitable for temperatures up to 450 degrees F. Insulation shall have an UL-listed flame spread rating of not less than 25. Insulation shall have a density of 3 pounds per cubic foot and shall have a thickness of 1 inch. Insulation shall include a factory applied vapor barrier. Insulation shall be Owens/Corning Fiberglass, type 703 with FRK-25 factory applied foil-reinforced draft facing or equal.

#### **VI. INSTALLATION**

The opening for an eave cap must be carefully cut, keeping an excess of cut to a minimum, and shall not exceed an approximately 5.25 inch by 12 inch rectangle. An exposed eave cap, if bare metal, shall be primed with Rustoleum or an equal metal primer. Then it shall be painted with either reddish or white Rustoleum or an equal resistant paint to approximately match the building. Openings not protected by insect screen shall be caulked with silicone or butylenes caulk. The installation of ductwork shall conform to the standards of the Sheet Metal and Air Conditioning Contractors Association (SMACNA). Manufacturer's installation instructions shall be provided by contractor and followed during the installation.

#### **VII. ELECTRIC WIRING**

Electric Wiring- The Electrician shall wire the fan to a suitable circuit in accordance with the National Electric Code and the City of Alexandria.

#### **VIII. TESTING AND CLEAN UP**

The unit shall be operated for a period of one (1) hour. All debris shall be removed from the site at the end of each day's work.

**PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION  
SPECIFICATIONS FOR KITCHEN OR BATHROOM WALL TYPE EXHAUST FAN**

**I. GENERAL**

The Contractor shall be responsible to obtain City of Alexandria building and electrical permits prior to the start of work and shall pay all fees involved. At the completion of the work the Contractor shall request inspection and obtain approval of the Buildings and Mechanical Inspections Department of the City of Alexandria.

**II. MATERIALS AND WORKMANSHIP**

- A. All work involved with cutting and patching masonry shall be performed by a licensed, bonded and insured Contractor registered in Virginia and experienced in cutting through the kinds of walls in which the fans will be installed. A copy of the contractor's license must accompany your application.
- B. The make, model number and descriptive literature of the wall exhaust fan and a copy of the fan warranty must accompany your application. All electrical work must be performed by a licensed, bonded electrician registered in Virginia.

**III. WALL EXHAUST FAN**

The wall exhaust fan shall be a complete manufacturer's unit consisting of a baked enamel or anodized aluminum grill for the interior, a through the wall metal duct or sleeve and an outside rain hood with internal back draft damper. The fan shall be direct drive, propeller type having cubic feet per minute capacity of not less than 160 for kitchens and 60 for bathrooms or more than 450 and a scone rating of not more than 8. The damper may be operated with a pull switch that also starts fan or opens automatically with a wall switch that starts and stops fan. The fan must be UL (Underwriters Laboratory) approved. The Contractor shall be responsible to determine the full wall thickness of masonry, furring and wallboard for duct or sleeve length. The fan shall have a manufacturer's warranty of at least one (1) year.

**IV. INSTALLATION**

Workmen must carefully cut the opening for the exhaust fan skilled in their trade. Excess opening shall be kept to a minimum. Opening shall be made so that rain hood and flange

will provide a symmetrical pattern with the external brick. The hood flange shall be an approximately 12 inch by 12-inch rectangle but no more than 15 inches by 15 inches. The space between the wall and the fan sleeve shall be purged out to provide drainage and minimize the penetration of moisture into the walls. The hood flange shall be caulked with silicone or butylenes caulk with provision of a weep hole at the bottom for drainage from purged out area. Manufacturer's installation instructions shall be provided by the Contractor and followed during the installation. No interior room ductwork or connection to a range hood will be permitted.

## **V. FINISH**

The outside hood or cap, including flange, if bare metal, shall be primed with Rustoleum or an equal metal primer. Then it shall be painted with either reddish or white Rustoleum or an equal rust resistant paint to approximately match the building.

## **VI. ELECTRIC WIRING**

The electrician shall wire the fan to a suitable circuit in accordance with the National Electrical Code and the City of Alexandria.

## **VII. TESTING & CLEAN UP**

The unit shall be operated for a period of one (1) hour. All debris shall be removed from the site at the end of each day's work.



