

March 2016

Parkfairfax Central HVAC Overview*

NOTE: Although the specifications call for the contractor to assume certain responsibilities related to the actual installation of the system, the Unit Owner ("Owner") will be held responsible by the Parkfairfax Unit Owners Association ("Association") for all requirements outlined in the specifications.

*This overview is NOT intended to take the place of careful review and adherence to Parkfairfax specs, but it does give a high level idea of what is involved in pursuing the process.

1st things 1st

Before You Do ANYTHING

- Get and review Parkfairfax HVAC specifications document
 - Review with contractor(s)
- Available
 - Parkfairfax website
 - Parkfairfax office

REMEMBER:
Unit owners—not the contractors—are responsible for ALL work done in their unit or to common elements.



Review HVAC Specs

- Review the documents with your contractor
- Set up a meeting with the Covenants director to ask questions
- Schedule a pre-submission meeting
- Be sure to review the checklist

PRE-APPLICATION SUBMISSION MEETING CHECKLIST	
Prior to submission of the application, the Owner, Contractor and Association personnel (Parkfairfax Maintenance or Assistant Maintenance Director) must meet at the condominium unit where the work is to be performed to review the proposed installation and resolve any questions/issues.	
Once Parkfairfax personnel, the Owner and Contractor have met and discussed installation requirements, the owner and the Association representative shall sign this checklist indicating the pre-application meeting has occurred and they are in agreement with installation requirements. The applicant is to include this checklist with their submission.	
ADDRESS: _____	DATE _____
_____ 1. The location of where the outdoor compressor unit will be installed is identified and agreed upon.	
_____ 2. For wall-mounted units, the location of where the support brackets will be installed is identified and agreed upon.	
_____ 3. The location of the condensate drain exit point through the exterior wall and to the nearest downspout is identified and agreed upon.	
_____ 4. Are snowbirds required for installation?	
Parkfairfax personnel signature indicating the pre-application submission meeting has been completed and is satisfied that the owner and contractor understand the requirements for installation of HVAC system.	
Owner signature indicating the pre-application submission meeting has been completed and understands the requirements for installation of HVAC system.	
3	

Choosing your System

- General
 - Follow guidelines for selecting systems & equipment
 - One compressor per unit
- Outdoor specifications
 - Horizontal fan discharge
 - Standard sound rating
 - Size
 - Exterior finish

Choosing Your Contractor

- All work completed for heat pump by licensed bonded, insured contractor
- Contractor license, proof of insurance to owner required
- Contractor **MUST** agree to follow all Parkfairfax specifications

Owner is responsible for ALL work done in and to their unit.

City of Alexandria Permits

- Owner responsible for obtaining all required city permits
- Copies of approved permits submitted with application

Application Process

1. General
 - Follow procedures
 - No changes to exterior or common elements w/o approval
 - Application, forms, specs Management office or online
2. Application package
 - Non-routine change application
 - Signed & notarized
 - Installation and masonry contractor info
 - Permits
 - Description & manufacturer of electric heat pump
 - Picture & description w/dimensions of exterior appearance of outdoor compressor
 - Photo or diagram of outside of building w/ location of compressor & condensation lines with ground units and wall mounted units specifications noted—BE SURE THESE ARE IN APPROVED SITES.
 - Pay snowbird fee

Application Process

3. Submission of package
 - Owner, contractor, Association personnel **MUST** meet at unit to review proposed installation
 - Owner submit complete package (describe in specs) to Covenants Director at least **10 working days** prior to Covenants meeting
 - Application reviews for completeness by Covenants Director - owner requested to supply missing info; then submitted to maintenance director for technical compliance; then submitted to Covenants
 - Covenants Director informs owner of Covenants decision in writing w/in 10 working days of meeting

WORK CAN COMMENCE ONLY AFTER WRITTEN LETTER OF APPROVAL ISSUED.

Critical to Your Packet

- ✓ Application signed by all unit owners with notary seal o
- ✓ Photo (preferred) of location of unit and drain lines
- ✓ Written confirmation that all wall units will be removed and patched and HVAC will be painted per specifications
- ✓ Written confirmation of snow birds
- ✓ All necessary contractor licenses and proof of insurance
- ✓ Details & photo on HVAC unit/compressor, including size, amps, tray, etc.
- ✓ Photo of duct work in attic (if applicable)
- ✓ Checklist of meeting with Parkfairfax administration
- ✓ Submission at least 10 days prior to Covenants meeting

Common Mistakes



- Running lines outside the building
- Entry hole for lines not located behind compressor unit
- Failure to include sketch of condensate line path

Installation Process*

1. Locating compressor unit
2. Removing existing wall units & patching holes
3. Installing outdoor compressor—ground and wall mounted
4. Installation of condensation of drain line and electrical wiring
5. Outdoor component camouflage

*for details see specifics in Central System Packaged Split Systems Specifications

FINAL HVAC Installation Checklist

FINAL HVAC INSTALLATION CHECKLIST	
When the Central Packaged Split HVAC System has been installed, the Owner, the Contractor and Parkfairfax personnel shall meet on the installation site to ensure all requirements for the installation have been met. Once Parkfairfax personnel and the Owner agree that the installation is complete, they will both sign this document and Parkfairfax shall issue a letter of completion.	
ADDRESS _____	
DATE _____	
INSPECTED BY _____	
_____ 1. Is only one outdoor compressor unit installed per assessed condominium unit? Sec. II. 1	
_____ 2. Is the exterior compressor unit painted properly? Sec. II. 2	
_____ 3. Does outdoor unit have a horizontal air flow? Sec. II. 2	
_____ 4. Does outdoor unit conform to size and weight specifications? Sec. II. 2	
_____ 5. If exterior unit is at ground level, does it have a proper mounting pad (type/size) and is the unit bolted to the pad? Sec. II. 2	
_____ 6. Has City Of Alexandria Code Enforcement given Final Inspection approval? Sec. IV	
_____ 7. Is there evidence of locates being done for outdoor ground unit? Sec. VI. 1	
_____ 8. Have all PTAC units been removed and masonry work completed? Sec. VI. 2	
_____ 9. Have Snowbirds been installed over exterior units that are not located on the gabled end of the building? Sec. VI. 3	
_____ 10. If exterior unit is wall mounted are proper support brackets and anchors used? Sec. VI. 3	
_____ 11. Is condensate line routed and supported properly? Sec. VI. 4	
_____ 12. Is all piping and electrical passing thru a sleeved opening no greater than 6" and located behind the outdoor unit or in line hide at least 12" from any support bolts? Sec. VI. 4	
_____ 13. Is all external wiring located inside water tight conduit and of correct type and size? Sec. VI. 4	
_____ 14. If wall mounted, are the brackets painted properly? Sec. VI. 4	

FINAL HVAC INSTALLATION CHECKLIST	
_____ 15. Is the exterior electrical disconnect box mounted properly? Sec. VI. 4	
_____ 16. Is electrical disconnect box painted properly? Sec. VI. 4	
_____ 17. Are all electrical conduits painted properly? Sec. VI. 4	
_____ 18. Are all visible exterior refrigerant lines painted properly? Sec. VI. 4	
_____ 19. Is the exterior condensate line painted properly? Sec. VI. 4	
_____ 20. If outdoor unit is ground level and facing the street is it camouflaged/or are there plans for camouflage? Sec. VI. 5	
Parkfairfax personnel signature stating approval of acceptance for a completed installation.	
Owner signature stating approval of acceptance for a completed installation.	

Contractor Information Package*

- I. General
- II. The system
 1. Outdoor compressor specifications
 2. Licenses an permits
- III. Installation Process
 1. Locating the outdoor compressor unit
 2. Removal of existing through he wall PTAC units
 3. Installation of outdoor compressor units
 4. Installation of condensate drain line, refrigerant piping and electrical wiring
 5. Interior HVAC system components

CONTRACTOR INSTALLATION CHECKLIST	
Contractors use this list and the <i>Final HVAC Installation Checklist</i> to ensure the proper installation of the Central Packaged Split HVAC System. Installations that do not meet all the specifications detailed in this document are required to be mitigated at owner's/contractor's expense. Additionally, incorrect installation methods may result in the removal of the system.	
_____	1. Have all suction lines been properly insulated with performed unicellular foam insulation?
_____	2. Is all exterior mounted exposed insulation protected from UV degradation?
_____	3. Are condensate lines the approved material type and routed properly?
_____	4. Is all new wiring a copper conductor?
_____	5. Has Contractor provided a method for Owner to clean out condensate lines periodically?
_____	6. All installed condensate pumps are equipped with a safety float switch which de-energizes the associated heat pump unit upon occurrence of a malfunction of the pump or if condensate backup occurs?
_____	7. All abandoned wiring for old A/C and heating units been disconnected from main electrical panel?
_____	8. Is the external electrical disconnect mounted adjacent to the exterior compressor unit while maintaining a minimum clearance in front of the switch??
_____	9. Is the conduit installed from the disconnect switch to the exterior compressor unit in the shortest distance possible?

- *for details see specifics in Central System Packaged Split Systems Specifications

**Good Luck and Remember the
Parkfairfax Office is Here to Help You!**