



Fairlea Park Housing Co-operative

3019 Fairlea Crescent – Ottawa, ON – K1V 0N8

fphcoffice@gmail.com – 613-526-3920

Air Conditioner Policy

Members who wish to install air conditioners in their units must first get written permission from the Fairlea Park Housing Co-operative (FPHC) Office by completing an “Air Conditioner Request” form. Having members complete a written alteration request form will permit FPHC to monitor that air conditioners are properly installed in accordance to our specifications and conform to the overall appearance of our communities.

Specifications for Installation

- Members must receive written permission from the co-operative office for any installation.
- Air conditioners must be installed by a certified professional and provide proof (invoice from the installation company) within 5 days of installation. Members must list the installer on the request form with their relevant contact information.
- Air conditioners can be installed from May 1st must be removed no later than September 30th.
- Air conditioners must be installed in a way to ensure water does not drip back into the units and cause damage to windows, windowsills, drywall, flooring, or any part of property.
- All members must sign the agreement portion of the application form assuming all responsibility for any, and all, damages to property and/or persons that result from the installation, use, and removal of the air conditioners.
- Air conditioners must be installed using safety brackets that do not contact the exterior siding and are not drilled into the window frames or casings. Members will be responsible for paying for any repairs, or replacement, to the siding or windows or property due to damages caused by the brackets or air conditioners.
- Air Conditioners, safety brackets, filler, and other equipment for the installation are not to be drilled into the window casing or frames – members will be responsible for replacing the windows if the co-operative finds that they have been damaged or drilled into.
- Unpainted plywood, plastic, or cardboard shall not be permitted as “filler”. Residents must use either plexiglass (clear, frosted, or white) or plywood that is painted white as filler.
- When possible, air conditioners are to be installed in the back window of the units.
- Members understand that a representative of the Co-operative will inspect all installations and will ask members to remove or re-install any air conditioning unit that does not meet the above listed specifications.

Complaints from adjoining neighbours as a result of loud air conditioners, will be dealt with on an individual basis.



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Air Conditioner Request Form

Name of Members:	
Unit Address:	
Date of Installation:	
Name of Installer:	
Contact information of Installer	Phone: Email: Website:
How many air conditioning units are you going to install?	1 2 3
Location of Air Conditioners:	

The members listed above have read and understand the air conditioner policy for Fairlea Park Housing Co-operative that is detailed on the other side of this page and agree to abide by all rules and terms. The members listed in this request form assuming all responsibility for any, and all, damages to property and/or persons that result from the installation, use, and removal of the air conditioners and can be charged back for any such damages. Members will be responsible for replacing the windows using the co-operative approved contractor and materials if the co-operative finds that they have been damaged or drilled into. Members will be responsible for replacing the siding using the co-operative approved contractor and materials if the co-operative finds that the siding has been damaged.

Date

Member:

Date

Member:

Date

Member:

Date

Member:

Date

Member:

Date

Member: