

## 2016 Air Conditioning Safety Inspection Form

An annual safety inspection is required for all central and window air conditioners, regardless of the age of the unit. This form must be used for the safety inspection. Each A/C unit must obtain a "Yes" on all applicable sections to pass the safety inspection.

**The safety inspection form must be submitted directly to the Receiving Room by the A/C service technician prior to exiting the building following the inspection. The form will not be accepted if submitted from the shareholder.**

A technician from a licensed air conditioner service company must perform the inspection. The safety inspection is separate from your annual service however it can be performed concurrently with your service. **A separate form must be used for each A/C unit.** Additional forms can be obtained from the Receiving Room if required. The inspection must be completed by **June 30<sup>th</sup> 2016.**

<b>Apartment #</b>	
<b>Shareholder name</b>	
<b>Location of unit</b>	LSD East South Grace Courtyard Alley <small>Circle all that apply to the apartment</small>
<b>Room in which unit is located</b>	
<b>Type of A/C unit</b>	Central Window <small>Circle all that apply to the apartment</small>
<b>Brand / Model Size</b>	
<b>A/C Service Company Address &amp; phone number</b>	

<b>Safety</b>	<b>Yes / No / Comments</b>
Installed in accordance with Manufacturer's installation and safety instructions	
Equipped with a drain, which is functioning or has water evaporation unit (WAC).	
Draining water is not impacting the façade of the building.	
Unit is secured on metal bracket(s) or mounting rails, which are strong enough to support the size and weight of the unit.	
Condenser support tray is located at least seven feet above the floor of any fire escape	
All methods of support for the unit are secure (no loose objects)	
Supporting attachments appear to be through bolted from the interior to the exterior	

<b>Safety:</b> Window AC units only:	<b>Yes / No / Comments</b>
The unit remains secured when the window is opened, or the window is secured so it cannot be opened accidentally	
The window & frame in which the unit is mounted are in good condition and secure	
The unit is not installed in a window that opens onto a fire escape	
<b>Electrical:</b>	
All electrical cables have an electrical ground	
All electrical cables are in safe condition (no evidence of frayed or spliced cords)	
<b>Electrical: <u>Window AC units only:</u></b>	
Outlet is appropriate amperage for the unit.	
Unit is plugged into the nearest electrical outlet	
<b>Appearance, Supports &amp; Surrounds:</b>	
Free from flaking paint, rust, mold or mildew	
Neutral colors compatible with exterior façade of the building.	
Insulating or similar materials are not be visible.	
<b>Operation:</b>	
When running the unit is free from excessive vibration or noise.	
Any other installation or equipment conditions noted by the technician.	

## Inspection Report

\_\_\_\_\_ This A/C unit inspected met the building safety inspection requirements

\_\_\_\_\_ This A/C unit does not meet all of the safety inspection requirements.  
The shareholder has been notified of the deficits.

## Declaration

I \_\_\_\_\_ declare that my report is accurate.  
*(Print name (Service Technician))*

I understand that a false declaration may result in the refusal of the Corporation to allow  
\_\_\_\_\_ to provide future services in the building.  
*(Insert A/C service company name)*

Signed: \_\_\_\_\_  
*Signature of Service Technician*

Date: \_\_\_\_\_