

# 3750 LAKE SHORE DRIVE, INC.

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3750 North Lake Shore Drive, Chicago, IL 60613 773-248-3750 phone 773-248-6137 fax  
[board@3750lsd.net](mailto:board@3750lsd.net) or [lindsey.schilling@fsresidential.com](mailto:lindsey.schilling@fsresidential.com) email <http://www.3750lsd.net>  
website

## 2024 Air Conditioner maintenance and inspection information

As a reminder, all window **and** central air units must have an annual safety inspection as outlined in the safety inspection form. The form is available from the website or receiving room, and the inspection needs to be completed by **June 30, 2024**.

The purpose of the inspection is to ensure air conditioning units are installed correctly and have not dislodged during the winter months and pose no risk to the building façade or humans below.

*The safety inspection differs from your annual service, but can be performed at the same time.*

A licensed air conditioning service company must perform the inspection and complete and sign the safety inspection form. No self-inspection is allowed. The completed form must be given directly to staff in the Receiving Room after the inspection and prior to the service company exiting the building. Incomplete forms or forms forwarded by the shareholder will not be accepted.

Shareholders should select the company of their choice to service and inspect their air conditioning units. All contractors must meet the insurance and workers compensation requirements of 3750. The Receiving Room can provide you with details of these requirements.

The service company is responsible for notifying you if your unit fails to meet the 3750 safety requirements. If the issues cannot be resolved by your contractor at the time of the inspection, you will have 30 days to address the problems to ensure the unit meets the building requirements.

### **Reminders-**

- If you have window units, you must notify the Receiving Room at least 48 hours in advance of any window unit installation as the Garden Court, fitness room, and pool will be closed for safety reasons during window unit installations.
- If you purchased your apartment after October 31, 2013 window units are not permitted on the north (Grace St.), east (Lake Shore), and south facades.

If you have questions, please contact the management office or the receiving room.

Missing a recent alert or just need information, please remember we have an archive of recent communications and most important documents on our website: <http://www.3750lsd.net>