

# WINDOW GUIDELINES:

## Oshkosh / Neenah / Menasha Family Housing

All **bedrooms** must allow a 1- 2-foot open space by at least **ONE** window to allow floor access to the window. Beds, dressers, air conditioners, and all other items need to be moved to allow for this access.

Please do not contact the Housing Authority requesting exception to this requirement\*, as bedroom window access is a **mandatory safety policy** of the United States Department of Housing and Urban Development.

According to Federal requirements:

***Blocked Egress:** All individual living areas/rooms in a unit and all common area rooms must have 2 independent and unimpeded means of egress (escape).*

All windows must have a functioning screen in place. If your screen is torn out or busted, it is the tenant responsibility to immediately report this to the Housing Authority.

**All window locks must be properly functioning.** Please report any broken locks immediately. Residents are strongly encouraged to lock all first floor windows when leaving the unit.

If your unit has central air or provides a wall sleeve for an air conditioner, you are **not** permitted to install a window air conditioner. You are also not permitted to install a window fan that requires removal of the screen.

If you are permitted to install a window air conditioner (units without wall sleeves or central air), it is highly important that you **DO NOT** install a window appliance in bedrooms with only one window. This only window must serve as an egress (escape) as described above.

\* Requests for reasonable accommodations based upon a medical / disability need will be reviewed consistent with policy concerning such requests. Due to HUDs requirements, the HA may not be able to make changes.