

AIR CONDITIONING WALL SLEEVE
OSHKOSH 40-FAMILY UNITS

The following information will help with purchase and installation of your air conditioner, as well as weatherizing this area during winter.

WHAT TYPE OF AIR CONDITIONER WORKS / PROPER INSTALLATION:

Step 1: Measure the size of your Air Conditioning Sleeve. You need to make sure that any air conditioner you purchase will fit inside the opening.

Step 2: Buy an AC unit that works for your unit.

SIZE: The body of the Air Conditioner needs to fit into the wall sleeve. As you will be installing from the inside of your unit, the face (front part with buttons) of the AC can either fit inside the sleeve or act as a cover panel, covering the sleeve space. Most importantly, do not buy an AC in which the body will not fit into the sleeve. Measure carefully – the ideal AC size is one that fits very snugly into the sleeve, leaving very little room around the edges.

POWER (BTUs): As your AC will be your unit's sole air conditioner, you are advised to have a minimum of 10,000 BTU (BTU refers to the strength / power of the appliance). Avoid ACs with BTUs over 20,000 as they will not function properly and will potentially cost you extra electrical charges.

Step 3: Put your AC into the wall sleeve from **INSIDE** of your unit. Put it in with the grate on the back facing outside of your unit, with the front panel facing the inside. You should be able to push any buttons on the appliance from inside.

Step 4: Plug the appliance in and make sure that it turns on appropriately. Your AC outlet should have a wall on/off switch that controls the outlet.

Step 5: Determine if you need to seal around the AC. You do not want open gaps around the sides of the AC as your cold air can just escape, costing you a good chunk of wasted money on your cooling bill. To seal, follow these steps (taping will likely need to be done from the outside):

- a. Purchase a solid, foam insulation sheet that reflects the size of the Sleeve (such as the pink building insulation sheets available)
- b. Purchase duct tape, or other insulation tape
- c. Measure the size of the opening around your air conditioner on top and bottom (if you purchased the correct sized AC, there shouldn't be much of a gap – maybe 1 inch at most on top and sides)
- d. Cut out the foam so that it wraps around your Air Conditioner and fills the gaps
- e. Tape the foam to the Air Conditioner and sleeve, sealing the opening.

Step 6 (optional): Purchase window screen that can be utilized to cover the exterior of the Sleeve. Then secure with a large band or rope. This will ensure that no bugs / birds enter the area.

WEATHERIZING THE AIR CONDITIONING SLEEVE:

During the winter, your AC sleeve will be drafty if you do not insert some sort of insulation. Even residents who do not utilize an AC will want to weatherize this area.

Step 1: Measure the size of your Air Conditioning Sleeve

Step 2: Purchase a solid, foam insulation sheet that reflects the size of the Sleeve (such as the pink building insulation sheets available)

Step 3: Purchase duct tape, or other insulation tape

Step 4a: IF YOU KEEP YOUR AC IN THE SLOT:

- a. From the OUTSIDE, insert the foam insulation, pushing it in until it is touching the AC appliance.
- b. Tape all sides of the foam to the sleeve, creating a good seal. Repeat the taping 3 times to ensure that a little moisture / snow won't cause the tape to become undone.

Step 4b: IF YOU DO NOT HAVE AN AC OR REMOVE IT FOR WINTER:

- a. From the INSIDE, insert the foam insulation, pushing it in about 4 inches (about the length of your hand).
- b. Tape all sides of the foam to the sleeve from the inside, creating a good seal. Repeat the taping 3 times to ensure that a little moisture / snow won't cause the tape to become undone.

Step 5: Make sure your AC interior cover is installed. If you want a second layer of seal, you can purchase a door insulation foam pack that has ¼ inch wide foam strips. One side of the strips will be sticky, allowing you to insert this around the edges of your AC interior cover.

Step 6: If you have a back panel to your sleeve, install that, though this is not necessary if you do not have one.

Step 7 (Optional): Some residents have reported insulation benefits by adding a blanket or a couple bath towels to the sleeve interior cover. Stuff the blanket into the cover, spreading it out over the whole area. Add 3 – 4 pieces of tape to keep it in place. This will help insulate the area and keep your warm air in.

IMPORTANT REMINDERS:

1. Do not tape over the front (inside-facing) side of the AC cover panel, as this side should stay clean and free from sticky tape residue. You will be charged for any cleaning that the HA needs to do at move-out time as a result of sticky residue on this visible side.
2. Be gentle when adding and removing the cover panel. You do not want to crack the panel or the clips that hold the panel in.
3. Residents at the Oshkosh 40 units cannot install window ACs. In addition, window fans that require removal of the screen are also not permitted.