

## Scattered Site Guidelines

### Unit Windows, Screens, Access, Coverings, and Air Conditioners / Fans

#### 1. Window Locks:

- All windows must be able to be locked. Residents are required to immediately report any issue with window locks.
- If you are unable to position the window to enable locking, immediately report this issue to the Housing Authority.
- Residents will lock first floor windows whenever no one is home and at night when all members are sleeping, with exception of nighttime occupied first floor bedrooms. This helps protect your family, possessions, and the HA facility.

#### 2. Broken Window Glass or Frames:

- No essential part of the window can be damaged.
- Residents are prohibited from placing holes in any part of a window or window frame.
- Residents are required to immediately report any broken window glass, including cracks or shattered sections. In addition, any cracked or missing frame parts must be reported.

#### 3. Open Floor Access to Window in Bedrooms

- One window in each bedroom must be accessible for safety exit or entry.
- Open walkway and space: residents are required to maintain a minimum 2 foot open walkway along their bedroom floor that allows open access to one window.
  - This space shall be kept clean and free of clutter.
  - Beds, dressers and other items must be kept out of this area
  - The window sill shall be kept open and free of clutter or possessions.

#### 4. Window Air Conditioning Restrictions

- If your unit has Central Air Conditioning (AC) or a Wall Sleeve for an air conditioner, you are **NOT** permitted to utilize a window air conditioner.
- If you are unsure if a window AC unit is permitted, it is your responsibility to ask your manager for guidance.
- Residents with a wall sleeve are expected to utilize a proper-sized AC unit and to weatherize when not in use. Guidance for using the AC Wall Sleeve can be found at: [www.ohawcha.org/resident-services/family-housing-resources](http://www.ohawcha.org/resident-services/family-housing-resources)

## 5. Screens

- Unit windows must have a functioning screen in place. Screens that are torn or are pushed out shall be reported to the HA.
- Do not remove screens and screen frames from any HA window, unless you are approved for installation of a window AC. If you are approved:
  - Removed screens shall be carefully stored in the unit basement or utility room.
  - Any damages to the screen or frame will be a resident charge
  - Screens must be installed between October 15 and April 15.

## 6. Window Coverings (shades / blinds / curtains)

- Residents are required to have appropriate window coverings installed within 30 days of move in, and to maintain coverings throughout their occupancy.
- Appropriate window coverings include blinds, window curtains, and window shades.
- Inappropriate window coverings include blankets, towels, signs, other material not designed for the purpose of window covering, or any covering that promotes offensive content.
- Installation of resident blinds: The HA will install tenant-provided blinds at your unit at no cost. The resident is responsible for proper measurements and for providing all installation material, including the blinds and any needed hardware.
- Installation of resident curtain rod: The HA provides a curtain rod for most windows, but residents are able to utilize their own curtain rods. To utilize your own curtain rod:
  - If you are able to re-use the existing holes in place for the HA curtain rod, then you are approved to install your own curtain rods. Please carefully remove the HA rods and store them in a safe place in the basement or utility room. The resident is responsible for any damages to the HA curtain rod.
  - If your new curtain rods will require additional holes in the frame, the HA will install these curtain rods at no additional cost to you. You are responsible for providing appropriately measured curtain rods and their related hardware.

## 7. Other Window Considerations:

- Windows shall be closed during all rain and snow weather to prevent water damage.
- All windows shall be closed and locked when vacating or leaving for multiple days.
- Residents may add plastic weatherization film over windows during the months of October through April. No holes may be made in the frame, and resident is required to remove all residue from any tape or sticky attachment film.
- Residents need to clean their windows and frames regularly.
- Smoking is not permitted inside of units, including in windows.#