



MAKAHA SURFSIDE

85-175 Farrington Highway • Waianae, Hawaii 96792 • Phone: (808) 696-6991 • Fax: (808) 696-7871
Email: MakahaSurfside@Hawaiiintel.net

GUIDELINES FOR AIR CONDITIONER INSTALLATION

1. PRELIMINARY

- A. Prior to installation of any air conditioner, specific guidelines must be met.
 - a. Installations must be authorized by the owner or agent / owner representative *and the on-site management* prior to its installation.
 - b. Owner and/or agent / owner representative must fill out the authorization form and provide a copy to the on-site management office.

2. ELECTRICAL

- A. Please ensure that an electrical outlet with an independent circuit breaker that is sufficient to handle the usage, is provided for.
 - a. Air conditioners range in shapes and sizes and the larger units may require more amperage.
 - i. Overloading a circuit may cause wiring to overheat or circuit breaker to kick causing a possible fire hazard.
 - ii. It may be necessary to check the unit for amps and output.
 - b. If necessary, a licensed electrician or manufacturer should be consulted for specifications.

3. PLACEMENT

- A. Air conditioners should be installed in the lower window area of the lanai and should not extend beyond the boundaries of the apartment unit into the common areas.
- B. Portable air conditioner vent must be installed via plastic louver and must replace one of the highest right or left side glass louver of the bedroom window or highest louver in the living room window.
- C. Split air conditioners may be installed in the upper window area of the lanai. Air conditioner dock will be installed in the lower window of the lanai and cannot exceed and/or extend past the perimeter of the lanai.

4. APPEARANCE

- A. Exterior portion of the building surround the air conditioner should be painted the same color as the external walls of the building.
 - a. Paint of this color can be obtained by the on-site management office by filling out a request form.
 - b. Please note that **NO OTHER** color will be permitted for usage.
- B. All air conditioners shall be free of exterior rust, corrosion, and/or imperfections as to show an unsightly appearance.

5. SPACERS

- A. Plastic panels which come with the air conditioning unit or wood panels specifically cut for this use are to be utilized for the installation.
 - a. A reminder that all material is to be painted the color of the lanai exterior.

6. DRIP CONTROL

- A. Drip lines **MUST** be connected into the gutters for the purpose of drainage.
 - a. The exception is any air conditioners that are installed on the 1st floor.
 - i. A drip hose needs to be installed, but does not need to be connected to the gutters, as long as the drip hose provides for drainage to the side of the lanai area and **NOT** on the cement area.
 - b. In the case of any air condition specifically designed to be "drip less", these can be installed without a drain hose.
 - i. If the "drip less" unit begins to drip due to damage or malfunction, it must be immediately connected to the drain line or removed.



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- c. Makaha Surfside requires the installation of a drip pan system at the owner's expense. All existing air conditioner units will also be required to have a drip pan installed by Maintenance, the fee for parts and installation is \$50.00. Due to the spalling damages the air conditioners causes, MSS is obligated to make sure all air conditioner units are properly draining to prevent spalling.

7. SUPPORTS

- A. Air conditioners are to have brackets supporting them from the inside of the apartment.
 - a. If unfamiliar with this task, please consult the manufacturer for the specifications.
 - b. This is to show a uniform appearance on the exterior portion.
 - i. No bricks, rocks, lumber, etc. shall be used to support the exterior.

8. CONDITION

- A. All air conditioners must be kept in good condition.
 - a. Painting may be necessary to conform to these guidelines.

9. EXCEPTIONS

- A. Any and all exceptions must be approved in writing by the Operations Manager.

Air conditioners that **DO NOT** divert water due to an air conditioning pan rusted through the base must be repaired and/or replaced. Water that constantly sits on the lanai concrete surface will cause unwanted spalling to your lanai and an unsightly appearance. In addition for units on the 2nd, 3rd, and 4th floors, this water can also be an inconvenience to units below and could cause additional damage to other units affected. **NO EXCEPTION** for air conditioners that are in poor condition. They must be repaired or replaced.

NOTE: If your air conditioner is in need of attention on-site management will provide a discrepancy report and this deficiency will be brought to your attention in the manner of a follow-up citation. *It should be clearly understood that it is the responsibility of the owners and/or agent / owner representative to retain copies of all written approvals.* By signing this authorization form the owner or agent / owner representative agrees to the guidelines as set forth and any deviation may result in a citation and possible fines.

Requested By: _____

Requestor Signature: _____

Unit #: _____ Date: _____

Print Name (Owner / Agent): _____

Owner / Agent Approval: _____

Date: _____

Management Approval: _____ Date: _____