

# WINDOW A/C UNITS

200 EAST 16TH STREET HOUSING CORPORATION

*The Lovett Company, LLC*  
REAL ESTATE MANAGEMENT

## WINDOW AIR CONDITIONER GUIDELINES

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New York City Department of Buildings requires that all window air conditioners are installed securely and supported from underneath with metal brackets, mounting rails, etc.

**We require that all air conditioners be installed by a licensed contractor.**

A copy of your installer's insurance certificate showing proof of both general liability and workers compensation coverage must be submitted for approval along with a Simple Form for Apartment Alterations (downloadable from the building's website at [www.200east.com](http://www.200east.com)), prior to the work being done. Please mail these documents to The Lovett Company, LLC, 450 Seventh Avenue, Suite 2107, New York, NY 10123, OR fax to 212-736-1445.

When you are having your air conditioner removed in preparation for the cold weather, these same procedures are to be followed.

If you have any questions regarding the installation of your window air conditioner, please contact your Superintendent, Ed Torralbes, at 212-254-1016, or Josie Canales at 212-736-3440, ext. 210.

**Note:** As with all apartment alterations, **work is allowed Mondays through Fridays only.**  
Work on weekends and holidays is prohibited.