



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 11380.1

N5A

JAN 28 2000

NTC GREAT LAKES (COMPLEX) INSTRUCTION 11380.1

From: Commander, Naval Training Center, Great Lakes

Subj: RESIDENT INSTALLATION OF PRIVATELY OWNED
AIR CONDITIONERS

Ref: (a) NAVFAC P-930, Navy Family Housing Manual

1. Purpose. To update the policy for resident installation of privately owned air conditioners in Navy family housing.
2. Cancellation. PWCGLAKESINST 11380.1C.
3. Policy. Residents may install portable air conditioners in their family quarters provided that the installation complies with fire safety and electrical codes, and that only temporary window modifications are required. Window air conditioners must use the existing 110/120 volt electrical circuits in the house. The Family Housing Department is not responsible for upgrading electrical circuits to accommodate resident's air conditioners. Written approval for air conditioners is not required. Resident installed air conditioners are **prohibited** in those quarters having government installed central air conditioning. Navy policy holds the residents responsible for any damage to government property caused by the installation or operation of resident owned air conditioners. Residents are also responsible for restoring the quarters to their original condition upon vacating. All residents are strongly encouraged to observe energy conservation measures in accordance with reference (a).
4. Standards for Installation and Use of Window Air Conditioners.
 - a. Window air conditioners must be the portable type and installed only in existing windows. The air conditioner must be securely mounted in a safe manner to avoid damage to the window

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and building structure. Proper drainage should be provided for condensation pans to prevent moisture damage to the window frames and walls.

b. The air conditioner must be placed in close proximity to an electrical outlet to permit use of the cord furnished with the unit. **No extension cords or temporary wiring is permitted.** Air conditioner must be grounded using the standard three-prong plug and outlet.

c. Installation of additional wiring or alteration of electrical circuits to accommodate window air conditioners must have **prior written approval** from the Family Housing Department. Installation must be performed by a qualified electrician, and workmanship and materials must comply with the current local and national electrical codes. Upon completion of installation, the job must be inspected by a qualified electrical inspector from the Navy Public Works Center (PWC) prior to the connection and operation of the air conditioner. All labor, materials and inspection are at the expense of the resident.

d. PWC maintenance personnel responding to emergency or routine service calls shall report to the Family Housing Department any work on government property that is required because of a malfunction, electrical overload, or improper mounting of a resident owned air conditioner. Necessary service or repairs shall be performed to restore government property. However, the resident will be charged for the cost of such service and repairs to government property.

e. Support braces and any work involving window modification shall be painted to match existing décor on both the interior and exterior of the quarters.

f. Maintain thermostat settings no lower than **78 degrees**. Air conditioners should not be used when the outside air temperature is consistently below **80 degrees** Fahrenheit or when occupants are away from the quarters for an extended period.

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g. Air conditioners should be serviced and cleaned periodically to maintain maximum efficiency. Specifically, clean or replace the filter frequently and insure that the condensation pan is draining properly.



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