

## Lantana Procedures Template

**Approved Date:** October 17, 2016

**Revision Number:** Rev 1

**Table of Contents Number:** 2e

### **Title:** How to Replace an Air Conditioner Unit on the Roof

**Purpose:** The intent of this procedure is to define the Lantana Association process for replacing an air conditioner unit on the roof.

#### **Procedure:**

1. Unit owners contact the management company admin / receptionist with their request to open the roof door
  - a. It is preferable to schedule requests a few days in advance. If possible, schedule work the same day that on-site maintenance is cleaning the building (bldg. 1 – first wed of month, bldg. 2 – second wed of month, bldg. 3 – third wed of month, bldg.4 – fourth wed of month) as the roof doors will already be open.
2. The management company contacts the on-site maintenance employee to open the door and communicates the square footage of the unit requiring the new A/C.
3. Before the A/C contractor is allowed on the roof, they complete the “Roof Access Log” (**shown at the bottom of this procedure**).
  - a. A/C replacement standards are:
    - i. 1720 sq. ft. unit = 2.5 ton A/C unit
    - ii. 1890 sq. ft. unit = 3.0 ton A/C unit
    - iii. 2050 sq. ft. unit = 3.0 ton A/C unit
    - iv. 2500 sq. ft. unit = 4.0 ton A/C unit
  - b. When the work is complete, the A/C contractor indicates “time out” on the log.
4. Owners are responsible for any damages caused by the contractor.
5. After the A/C Contractor completes their work, the on-site maintenance employee visually inspects the other 23 A/C units to ensure they did not incur any damage. In addition any loose debris (nuts, bolts, metal parts) are removed and all doors are shut and locked.

#### **Glossary of Terms:**

