



HOUSING AUTHORITY of the TOWNSHIP of WOODBRIDGE

20 Bunn's Lane, Woodbridge, NJ 07095-1726

Phone: (732) 634-2750 Fax: (732) 634-8421

May 5, 2011

Stern, Cooper & Olsen Tower Residents

Please be advised that the maintenance staff will be installing air conditioners at your building between the hours of 9:00 am and 4:00 pm on Wednesday May 11, 2011.

This is the **only** day that they will perform this service. Therefore, if you are not going to be home when they knock at your door, you **must** leave a note on your door stating that you want them to go in and install the air conditioner.

The air conditioner **must** be on the floor under the window you want it installed in. Our staff cannot unpack and/or retrieve units from storage areas. You should have a family member take care of this prior to May 11th.

Please remember the criteria for acceptable air conditioner units as stated in the notice delivered to each resident last month.

- Energy Efficient
- Efficiency Units – 10,000 BTU's/60lbs.
- One-Bedroom Units – 5,000 BTU's/ 30lbs.
 - No jagged or rusty edges

This criteria is necessary in order to safeguard our staff from unnecessary injury and comply with the energy saving measures noted in the ACOP.

The Management