



## HOUSING AUTHORITY of the TOWNSHIP of WOODBRIDGE

20 Bunn Lane, Woodbridge, NJ 07095-1726

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

May 5, 2011

### **Woodbridge Garden Apartment Residents**

Please be advised that the maintenance staff will be installing air conditioners at WGA between the hours of 9:00 am and 4:00 pm on Thursday May 12, 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 living room (front) 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.

**If you install your own air conditioner and damage the window, you will be charged for the replacement of said window.**

Air conditioners cannot be installed in windows that have child guard bars installed unless you make special arrangements with Mike. You can contact Elizabeth at extension 115 in the office to make said arrangements.

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

- Energy Efficient
- Living Room Window – 10,000 BTU's/60lbs.
- 2 Bedroom Windows Only – 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 as noted in the ACOP.

The Management