



January 26, 2021

Dear Neighbors,

Some of you have asked how to better maintain a comfortable temperature in your apartments during the winter months. While limitations for building as old as ours exist, below are a few ideas to consider:

- *Radiators*

The building installed new radiator valves and steam traps a few years ago. **Try to use the shut off valves already installed on all radiators** to reduce or increase the heat. This is a better alternative (energy-wise) than opening windows to cool down your apartment. Please let the building staff know if your valves do not work properly.

- *Air Conditioners – Removal / Storage*

In New York City, the costs of fuel lost through gaps around air conditioners can be high. The main culprit per an Urban Green Council report is the window-mounted air conditioner (AC). When improperly seated, or lacking insulation around every potential opening, the average AC leaves something akin to a fist-sized hole in your wall, letting large volumes of both heating and cooling escape. The best move, the report suggests, is to **remove your air conditioner as soon as possible at the end of the hot season. Nothing works as effectively as removing the unit outright.** This allows you to close the window and seal it properly against winter weather. If cost or other factors prevent you from removing you AC, learn below how to insulate/weatherize a window AC unit for the winter.

**If you are storing the unit yourself**, and you want to ensure your AC unit is in optimal condition come next summer, do not set the unit on the ground in a basement storage unit. Wrap it in a breathable fabric / covering and place it somewhere off the floor. Do not store anything on top of yours or other AC units.

- *Air Conditioners – Cover / Insulation / Weatherizing*

**Cover the Unit.** Most hardware stores sell heavy fabric covers made specifically to fit window AC units. These covers slide right over the outside portion of the unit and help protect it from seasonal elements like heavy snow, rain, ice etc., keeping it safe and insulated all winter. Just be mindful **not** to run the unit with the cover in place. Note, please contact the building staff for assistance with covering the exterior of your AC units; do not hang out your windows alone.



**Insulating a Window AC Unit for the Winter.** If you choose not to remove the AC unit from the window, insulate it to help keep the warm air from escaping and keep the cold air out. To insulate around the unit, cut lengths of firm foam insulation, sized according to the height and width of the window unit. Use a putty knife to push the strips of insulation down into the tiny gap between the unit body and the window frame. You can also use Painters' Tape to increase the seal around the unit.

**Weatherize the Unit.** Weatherizing the window AC unit will minimize cold air coming through the unit as well as extend the life of the unit by protecting it from the damaging effects of the elements. Remove the front cover from the window AC unit to expose the inside components. Place a thick plastic garbage bag or cardboard cutout inside the unit to block air from flowing through it, tuck the excess parts of the bag inside (fully sealing it with duct tape to hold the bag in place if necessary), and then reinstall the front cover. Alternatively, and less visually appealing, you can affix a plastic sheet covering the inside unit using painter's tape to avoid damaging painted surfaces. Again, remember **don't** run the AC unit with the bag/cutout/plastic in place.

Your Board of Directors