



The Park Apartments

Mal Jeka  
Building Manager  
2 Graham Street  
Port Melbourne  
Victoria 3207  
[www.thepark.org.au](http://www.thepark.org.au)

Office next to gymnasium

## Airconditioning Installation Request

**Written approval must be provided by the Owners Corporation Manager before any installation.**

The written application must be submitted to Owners Corporation 1 (OC1) in the first instance and will then be discussed with the appropriate Owners Corporation.

The following information must be provided to the Committee - plans (including scaled floor plans & location of condenser unit, pipe work, wiring, drainage, etc.), quote, timing and details of any drilling through common property (e.g. slab, roof, etc.). Roofs have special areas set aside specifically for condenser units. Similarly some apartments have special condenser areas in the car park basement. Installation is to be carried out by an approved installer. Electrical work must also be approved by the Committee to ensure safety procedures are carried out and electricity use is charged to the appropriate apartment.

No external pipework or wiring is to be visible on the external walls. Units must have rubber anti-vibration mountings to prevent structure borne noise. Adequate capacity of electricity supply lines / feeders is to be validated by an authorised electrician. A copy of this validation must accompany the application. Any wall penetrations must be sealed so the building's integrity is not affected.

When owners arrange for a quote, please notify the Building Manager so our maintenance person can accompany the contractor. This will ensure the installation conforms to the OC requirements.

The written application, with all accompanying documents listed above, must be sent to the Owners Corporation Manager. Once approved by the Committee, the Owners Corporation Manager will notify you in writing, instructing you to proceed or to advise of suggested changes to the installation plan.

Note: Due to noise and aesthetics, approval will not be given for units to be installed on balconies. *A member must not and must ensure that the occupier of a member's lot ("the Lot") does not and the occupier of a lot must not install or permit to be installed any air conditioning compressor or air conditioning unit on any balcony forming part of the lot or on any other part of the exterior of the lot. - refer Owners Corporation Rules.*



**Building Manager – Mal Jeka:** ([buildingmanager@thepark.org.au](mailto:buildingmanager@thepark.org.au)) Mobile: 0400 360 016

**Owners Corporation Manager (VBCS) – Jake Tudor:** ([jtudor@vbcs.com.au](mailto:jtudor@vbcs.com.au)) Ph: 8531 8138



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### REQUEST TO INSTALL AIRCONDITIONER

Owners Name: .....

Apartment Address: .....

Apartment Lot Number: .....

Owner Phone Number: .....

Owner Email Address: .....

Attachments (*must be provided*):

1. Plans (must include scaled floor plans and or elevations showing location of condenser unit, pipe work, wiring, drainage discharge point(s) and or pump(s) etc.).
2. Quote.
3. Planned timeframe.
4. Details of any drilling through or to common property, slab, roof, or walls etc. and any internal structural walls.

Signed: .....

Date: ...../...../.....

Note: Please allow 3 weeks for approvals to be obtained.

Check The Park Apartments website for the latest information -  
<http://www.thepark.org.au/Information/Install-Airconditioner.aspx>

Admin Use:

Date received: ...../...../.....

Date Committee approval received: ...../...../.....

Date Owner notified: ...../...../.....

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Contractor Instructions (roof mounted units):

1. Before providing a quotation, the contractor must arrange a roof inspection (contact Building Manager)
2. Detailed drawings must be submitted including measurements:
  - a. Roof location
  - b. Discharge point(s) of drainage
3. General requirements:
  - a. Where capping and/or conduit is required, it must be paperbark colorbond.
  - b. Conduit should preferably be positioned in a corner being "L" shaped. The flange must be fixed with screws (not nails or plugs or nailed plugs etc.). The conduit must be closed at both ends.
  - c. All penetrations must be sealed, even if covered with capping.
  - d. If a core hole comes through the wall from the apartment to the conduit, the conduit must not go up over the wall capping, it must go through a core hole in the parapet.
  - e. All penetrations must maintain fire ratings.
  - f. All copper must be fire rated.

Instructions understood.

Signed (contractor): ..... Name (printed): .....

Company name: ..... Phone number: .....

Date: ...../...../.....

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