

Old North Abbey  
Maintenance/Upgrade Task Pull Sheet

**Brief Description:**

Remove window air conditioners

**Antecedent Tasks:**

None

**Detailed Description:**

There are still many window air conditioning units in the first floor classrooms / office and in the upstairs Fellowship Room. Many of these no longer work, none of them are needed any longer (except perhaps the one in the upstairs meeting room), and they leak a tremendous amount of unconditioned air.

This task consists of removing the air conditioning unit and having it salvaged or recycled to the extent possible, and then covering the window opening with a piece of clear plastic (plexiglas, acrylic, or lexan).

Safety is essential for this, as the units are very heavy and the units must be removed with care.

Russ Moorman has done this before, so has knowledge of how to do the removal, a possible place for recycling, and how to best put up the replacement pane.

**Project Coordinator (who check in with to take on task):**

Russ Moorman

**Tools & Materials Needed:**

Drill and driver  
Plastic for panels and tools for cutting that to size  
Fasteners for installing the plastic panel.  
Sealing material for getting a good tight fit.

**Support Contact/s (for materials and tools):**

Russ

**Estimated Time Required:**

2 hours per unit times XXX units

**Personnel Requirement:**

At least 2 people, since the units are so heavy

**Target Completion Date:**

August 2018

**Date Task Created:**

2018-01-16

**Task Created By:**

Daniel Yoder

***Extra Hints / Comments:***

If either Daniel or Russ is not there, please inform them of what is found.