

OREGON  
**PORTABLE COOLING DEVICES RULES**  
(May be included in lease or delivered to Resident)

DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
RESIDENT NAME(S) \_\_\_\_\_  
UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Resident is prohibited from installing or using a portable cooling device of the tenant's choosing, except in compliance with the following rules.

**General Requirements** SAMPLE

These rules govern the installation and use of "portable cooling devices" (also referred to as "devices"), which include air conditioners and evaporative coolers, whether mounted in a window or that are designed to sit on the floor but not including devices whose installation or use requires alteration to the dwelling unit.

**Resident may only install and use portable cooling device between May 1st and September 30th of each year. At all other times, Residents shall remove and store portable cooling devices. For example, Residents shall have no window air conditioners in any unit window between October 1st and April 30th of each year.**

**Unless provided by Owner/Agent, portable cooling devices are owned and must be properly maintained by Resident. Resident assumes all security risks from any window mounted portable cooling device or exhaust hose. Owner/Agent will not be liable for any malfunction of or damage to the portable cooling device**

**Resident agrees to indemnify, defend and hold Owner/Agent harmless from any and all damages, claims, costs or actions arising out of or related to the installation, use or removal of the portable cooling device.**

**Owner/Agent may update these rules periodically by delivering written notice of the restrictions to residents.**  
SAMPLE

Owner/Agent ☒ does ☐ does not intend to operate, whenever there is an extreme heat event for the county of the premises, one or more community cooling spaces available to the tenant that are located on or near the premises and that maintain a temperature of not higher than 80 degrees Fahrenheit. "Extreme heat event" means a day on which National Weather Service of the National Oceanic and Atmospheric Administration has predicted or indicated that there exists a heat index of extreme caution for the county.

**General Restrictions**

Resident shall notify Owner/Agent at the time of installation of a portable cooling device.

Resident shall not use or install a portable cooling device in any way that:

- Violates building codes or state or federal law;
  - Violates the device manufacture's written safety guidelines for the device;
  - Causes damage to the premises or renders the premises uninhabitable; or
  - Requires amperage to power the device that cannot be accommodated by the power service to the building, dwelling unit or circuit.
- To the extent that there is sufficient power to accommodate some but not all residents, priority shall be given to individuals who require a device to accommodate a disability and residents shall cease using their device upon receipt of actual notice from Owner/Agent if necessary to ensure sufficient power for said accommodation. Resident shall cease use of portable cooling devices upon receipt of actual notice from Owner/Agent that the electrical capacity of the building, dwelling unit, or circuit is exceeded.
- Owner/Agent is not responsible for any interruption in electrical service that is not caused by Owner/Agent, including interruptions caused by an electrical supply's inability to accommodate use of a portable cooling device.

**Restrictions Specific to Window Installation** SAMPLE

Resident shall not install or use a portable cooling device in a window:

- If the window is a necessary egress from the dwelling unit;
- If the device would interfere with the tenant's ability to lock a window that is accessible from outside;
- If the device requires the use of brackets or other hardware that would damage or void the warranty of the window or frame, puncture the envelope of the building or otherwise cause significant damages;
- Unless Resident installs the device in a manner that prevents risk of falling out of the window and adequately drains the device to prevent damage to the dwelling unit and building and Resident.

SAMPLE  
The open window area above or to the side of the portable cooling device is to be filled in with ☒ clear plexi-glass or ☒ a solid white backing. This area is not to be covered by blankets, plastic, cardboard, plywood or any similarly unattractive or insecure material.

THANK YOU FOR YOUR COOPERATION

OWNER/AGENT ☒ SAMPLE SAMPLE

ADDRESS SAMPLE

SAMPLE

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_