



## PTAC INSTALLATION GUIDELINES

Below is a summary of installation requirements for all Packaged Terminal Air Conditioning Unit (PTAC) models and their accessories:

### Wall Sleeves:

- The sleeve should be installed following all applicable codes.
- The installing contractor is responsible to fully secure the wall sleeve to the exterior wall and to make sure that any condensate or rainwater draining out of the sleeve does not leak back into the room or into the wall.
- The sleeve should be installed level across the top of the sleeve. The bottom of the sleeve is internally pitched to the exterior to provide positive drainage of any condensate or rain water. At the time of installation, it is the responsibility of the installing contractor to confirm each sleeve has a positive pitch to the outside and is sealed properly.
- The sleeve must be fully supported by the wall construction so as not to sag or distort when the air conditioner is installed. This is critical, as improper support of the sleeve can lead to a back pitched sleeve that will drip condensate or rain water into the room.
- If legs are provided on the sleeve, they are not designed or intended for permanent support of the sleeve.
- The sleeve may be secured to the wall with fasteners through the sides and top of the sleeve, never through the bottom.
- The sleeve must be sealed and insulated around the outside to the wall to prevent drafts from entering the room around the sleeve. Failure to properly seal and insulate the sleeve to the wall can lead to poor performance, coil freeze ups (in winter) and/or excessive sweating within the unit and indoor room cabinet (in summer).

### Heating Coils:

- The hot water or steam coil should be properly connected to the building system following all applicable codes.
- An air bleeder must be installed on the hot water coil.
- Steam coils and connecting piping must be properly pitched to drain condensate from the coil.
- The contractor is responsible for sealing and/or insulating around the PTAC sleeve to protect the heating coil from freezing.

### PTAC Units:

- The PTAC unit must be fully installed all the way into the sleeve with the side flanges compressed against the sleeve all around.
- The unit should be fastened with (4) screws so that it is properly sealed/compressed to the sleeve. Failure to screw the unit to the sleeve will lead to drafts, potential freeze ups and excessive sweating.
- All sensors required by building design should be installed and checked to make sure they are properly located (aqua stat, freeze sensor, etc.)
- The PTAC units should never be run during any phase of construction, especially while gypsum board and floor sanding is being done as the dust can cause permanent damage to the units and void the warranty.
- Minimum annual maintenance of (2) filter changes/year required and to check/inspect unit for proper operation. Failure to properly maintain the units may lead to reduced performance, coil freeze up conditions, leaks, and will void the warranty.

### Room Cabinets:

- The room cabinets should be secured to the wall using fasteners directly into studs. Proper coordination of the location of the studs in the wall during construction is essential. Using anchors is not recommended as the cabinets are likely to pull out/away from the wall over time.
- If kick plates are required or provided, they do not support the cabinet, and are solely intended as a cosmetic "skirt" to hide piping, electrical outlets, and wall/floor penetrations that could not be located within the cabinet.
- Installation of PTAC units within custom cabinets is at the installers own risk. Improper design or construction of a custom "built in" cabinet can impede proper operation of the unit, cause short cycling, freeze ups, premature failure of components, and improper sensor readings/function.

### Maintenance:

- All PTAC units require maintenance to comply with warranty.
- Any construction dust/debris must be cleaned/removed from the unit prior to unit operation. Required semi-annual maintenance includes, but is not limited to, the following:
  - Filter cleaning a minimum of every 6 months. In locations where the unit is used more frequently or there is a lot of dust or hair (with a pet for example) more frequent filter changes will be required.
  - Visual inspection of the heating coil, valve and piping to look for any signs of damage, leaks, etc. Depending on use, the heating coils should be cleaned and combed out whenever there are bent fins or hair/dirt is visible on the coil.
  - The drain line shall be checked to make sure it is clear.
  - Once a year, the unit condenser coil and pan shall be inspected and cleaned to remove any debris/residue that builds up.
- Failure to comply with the basic maintenance requirements above will void the warranty and can lead to premature unit and/or component failures, leaks, and potential freeze ups.