



**NEW YORK CITY HOUSING AUTHORITY**  
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May 23, 2005

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**DOUGLAS APPLE**  
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Dear NYCHA Resident:

You may be aware of recent tragedies involving children falling from apartment windows because of faulty or missing window guards. We must take every precaution to keep children in NYCHA buildings as safe as possible. With spring here, windows opening and air conditioners being turned on, we are sending this urgent reminder: **Window guards save children's lives.**

If you have children of age ten or under living in your apartment, by law you must have window guards on all windows. Even if you do not have children of age ten or under, we strongly recommend that you have window guards to safeguard children who might visit. If there are no window guards in your apartment, call your Management Office immediately to have them installed.

If you have window guards and you believe they may not be properly installed or may be in need of repair or are the wrong kind, immediately call your Management Office. Requests for window guard installation, either from a resident or as the result of annual inspections, receive **emergency priority and installation is required within 24 hours.** Your development staff have recently completed a visual inspection from the outside of the building to identify any missing window guards or any that are obviously not properly installed. But you must perform your own inspection. Get in contact with your Management Office immediately...

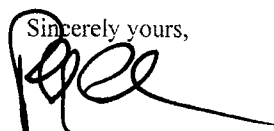
- ...if the window guard is not fully secure.
- ...if a window guard is loose. It could fall out when a child leans against it or climbs on it.
- ...if the L-shaped stops that keep the bottom windows from being opened too high are not there. It is **against the law** to take the L-shaped stops out.
- ...if a five-inch ball can fit through any window opening. If so, the window guard has not been installed correctly. When the L-shaped stops are put in properly, there should be no space big enough for a baby's head to fit through any window opening.
- ...if you have a kind of window other than the regular double-hung window. If so, special window guards and stops approved by the Health Department must be used.

During your annual apartment inspection, NYCHA staff are required to determine if all required window guards are properly installed. This includes a check of any air-conditioner to determine if the installation is permanent and the window secured. If the air conditioner is not installed correctly, **staff must install the air conditioner according to NYCHA's regulations** or remove the air conditioner and install a window guard.

It does not matter what floor you live on. A child can be seriously injured or even killed falling from a first-floor window. It can happen suddenly, before you know it, to any child, even yours. Screens are only for keeping insects out. They will not protect your child.

Remember, an apartment in which there are children of age ten or under must have window guards. When residents do not comply with NYCHA's effort to put a guard on every window that requires one in accordance with the law, NYCHA notifies the Health Department and initiates action to terminate tenancy.

Please. Guard your windows. Guard your children. And have a happy, healthy summer

Sincerely yours,  


Rowland Laedlein  
Assistant Deputy General Manager of  
Operations for Management

# ARE YOUR WINDOW GUARDS INSTALLED SAFELY?

**WINDOW GUARDS ARE INSTALLED...** permanently, in the lower half of the outside track of a double-hung window, 4<sup>1</sup>/<sub>2</sub> inches or less above the window sill, with 4 one-way screws and 2 "L" brackets (stops).



Stops must be screwed into each side of the upper window track (with one-way screws).

When the lower window is stopped from being raised more than 4<sup>1</sup>/<sub>2</sub> inches above the top bar of the guard, your child cannot fall out.

*By law, NYCHA is required to install window guards. If you have a child, or request window guards for any reason, NYCHA will install them properly.*

**If you do not have window guards or they are not installed properly, call your management office.**

