



Installation Instructions

Sleeve Adapter Kit

For use with Vert-I-Pak® Small Chassis Series Air Conditioner and First Company® SPU Series Wall Sleeve

NOTE: The following installation instructions apply to the Friedrich VPASA1 Sleeve Adapter Kit. This kit is designed to adapt the VEA09, VEA12, VEA18, VHA09, and VHA12 Vert-I-Pak® Single Package Vertical Air Conditioner chassis into an existing First Company SPU and SPX Series wall sleeve only.

There are no provisions for adapting supply ductwork, electrical connections, or condensate drain lines. These items remain the responsibility of the equipment owner.

STOP!

Critical Closet Enclosure Dimensions Apply! (See Figure 1)

Please read entire instruction manual before proceeding!

STEP 1: Verify Closet and Doorway Dimensions!

Important! Verify that closet meets minimum clearance requirements prior to proceeding with installation. (See Step 1 below and Figure 1)

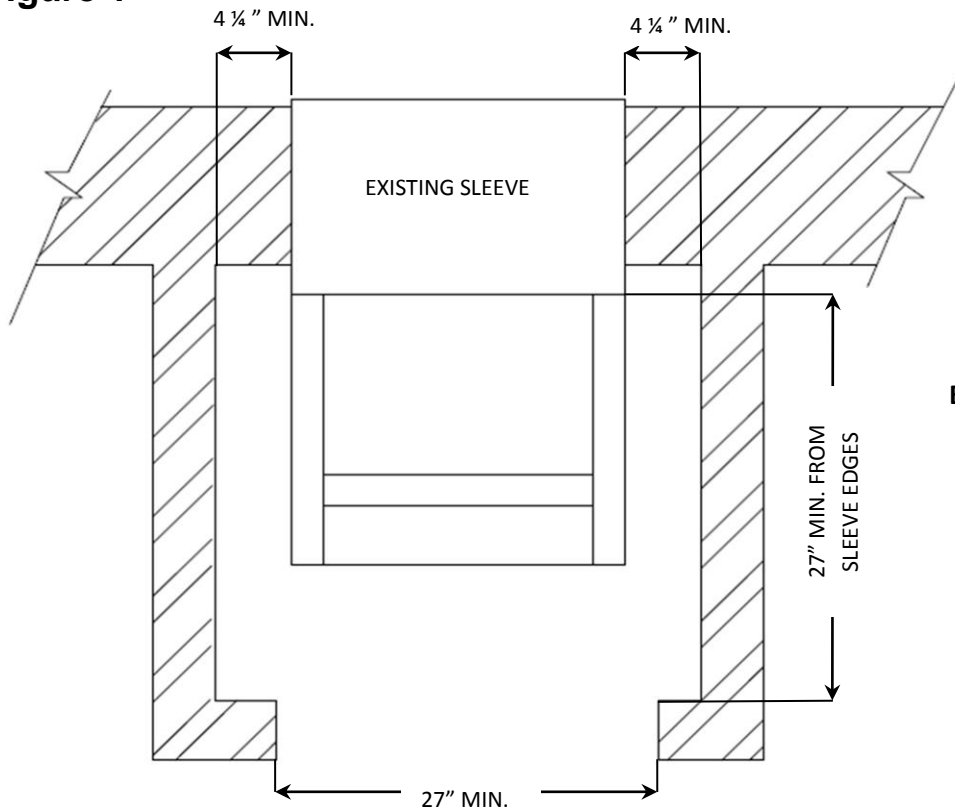
The following clearance dimensions are required to allow replacement Vert-I-Pak chassis and adapter to fit into the existing closet enclosure:

- 1) The closet width must have a minimum clearance of 4 ¼ " on either side of the existing sleeve. (See Figure 1A)
- 2) The closet depth must have a minimum of 27" from the existing sleeve edge to the front of the closet. (See Figure 1A)
- 3) The closet/doorway opening must be a minimum of 27". (See Figure 1A)
- 4) There must be a minimum of 6" from the bottom of the sleeve tray to the closet floor. (See Figure 1B)

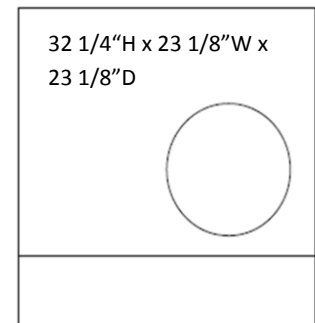


Figure 1

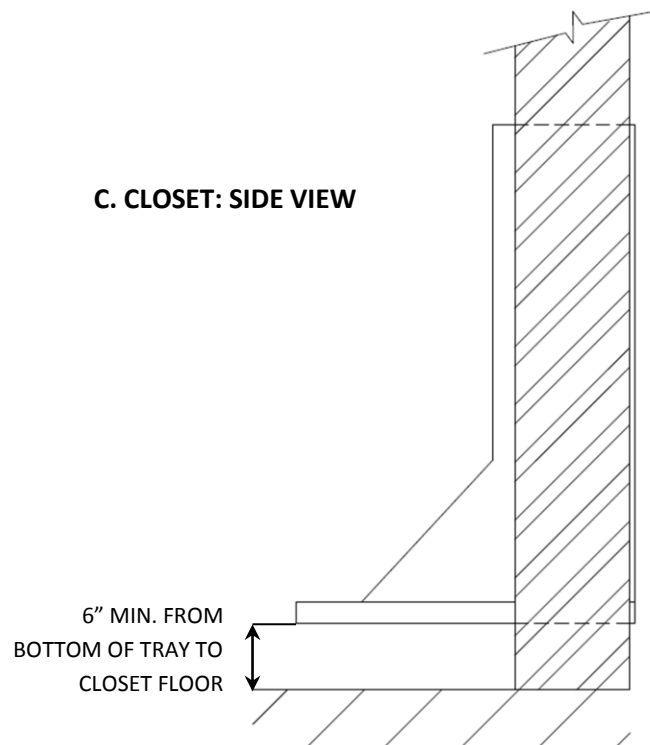
A. CLOSET: TOP VIEW



B. VERT-I-PAK UNIT: TOP VIEW



C. CLOSET: SIDE VIEW

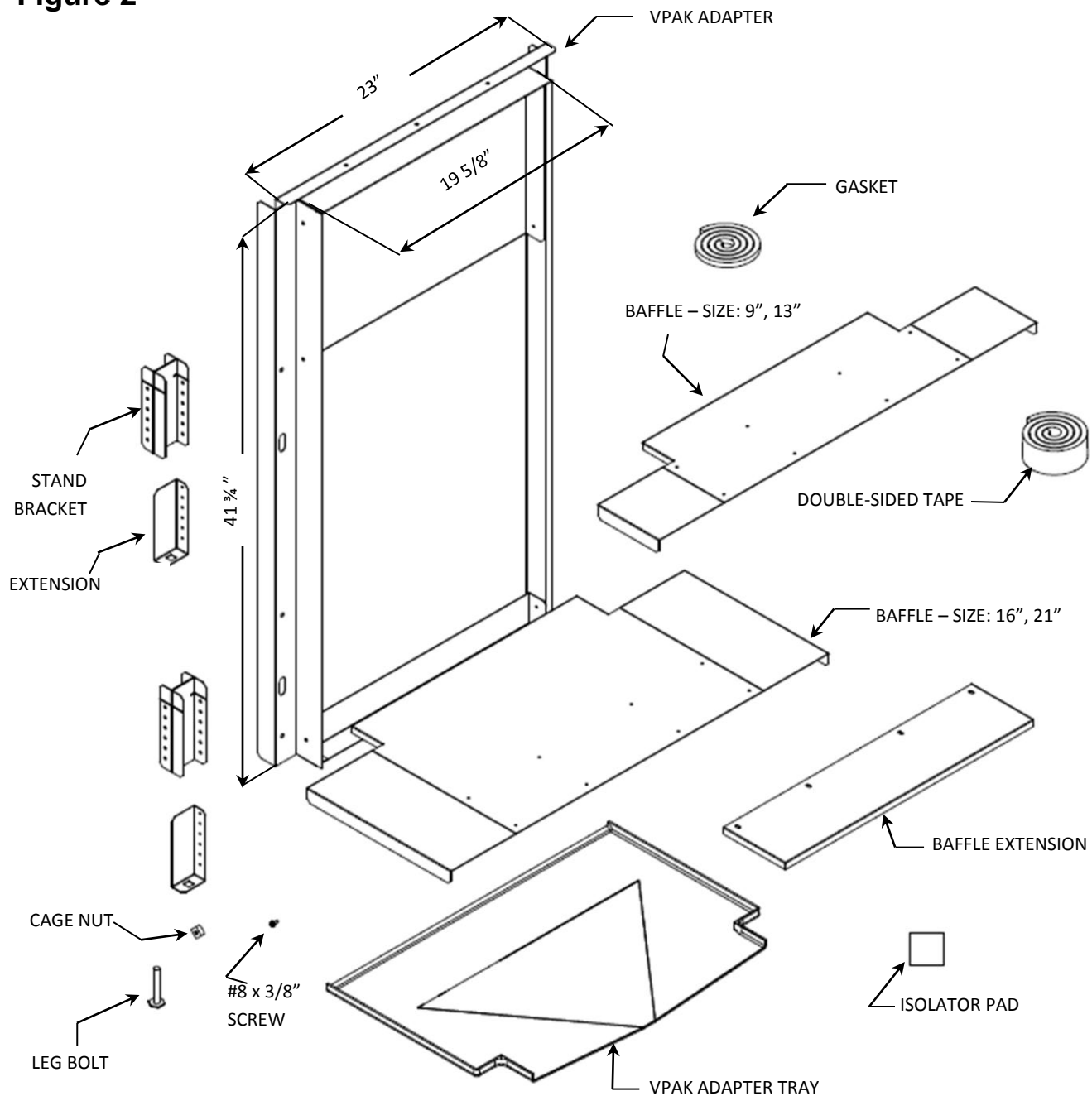




STEP 2: Check Included Parts

Important! Make sure the box contains all parts listed below. Inspect for any defective parts. Be sure to verify the adapter dimension. i.e.: 23" ID, 19 5/8" OD and 41 3/4" (See Figure 2)

Figure 2





Included Packaging Contents:

PART	QNTY	PART	QNTY
VPASA1 (95303000) Installation Manual	1 ea.	VPAC Adapter Tray	1 ea.
VPAC Adapter	1 ea.	3/8" x 3/8" x 28" L Adhesive Gasket	1 ea.
Baffle for sleeve - Size: 9, 13	1 ea.	Stand Brackets	4 ea.
Baffle for sleeve - Size: 16, 21	1 ea.	Cage Nuts	2 ea.
Baffle Extension	1 ea.	Leg Bolts with Isolator Pad	2 ea.
#8 x 3/8" Screw	8 ea.	Double-sided Tape	2 ea.
Stand Brackets Extension	2 ea.		

STEP 3: Check Field Supplied Parts


Important! Make sure you have the following parts and tools before attempting installation.
Proper clothing, shoe attire, gloves and eyewear protection is recommended.

Field Supplied Parts and Tools required:*


ITEM

#8 and #10 Hex-Head Driver or Drill
Reciprocating Saw (Jigsaw) with metal-cutting blade
Level
Tape Measure
Silicone Caulking
(16) #8 sheet metal self-drilling screws
1/2" Ratchet
(2) Drywall Screws

**For installations where the unit is mounted more than 12" above floor, you will also need a scrap of 2" x 4" lumber*



WARNING



Electrical shock hazard.

Turn OFF electric power before service or installation.

Unit must be properly grounded.

Unit must have correct fuse or circuit breaker protection.

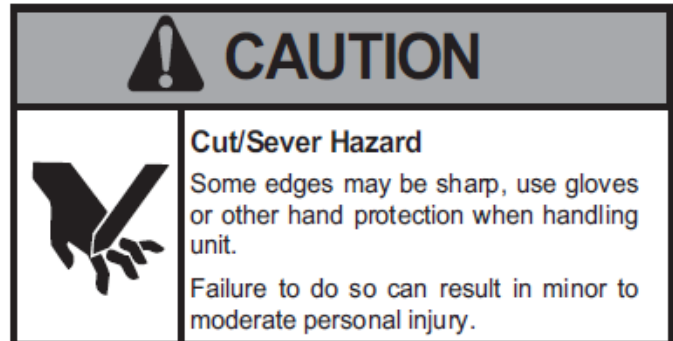
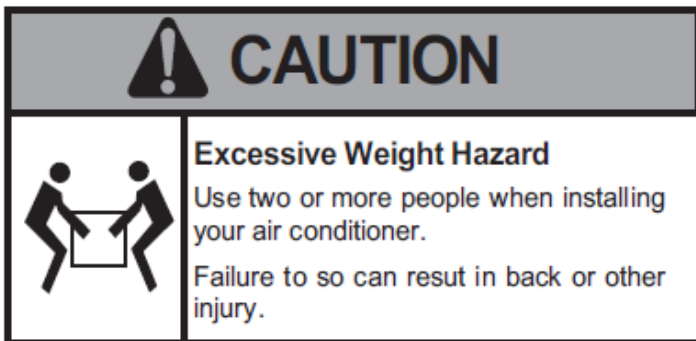
Unit's supply circuit must have the correct wire conductor size.

All electrical connections and wiring must be installed by a qualified electrician and conform to the National Electrical Code and all local codes which have jurisdiction. Failure to do so can result in property damage, personal injury and/or death.



STEP 4: Remove Existing First Company® Unit

- Detach all supply ductwork, electrical connections, and drain connections from First Company Unit
- Remove unit
- **Note: Refer to First Company® Installation Manual for detailed information on removal of First Company Unit**



STEP 5: Prepare Existing Sleeve

Important! Your adapter will work only if existing wall sleeve is installed with a ½ bubble slope towards the outside to accommodate for proper condensate flow.

- Check pitch of sleeve. Must be pitched at least 1/2 bubble (.35"/ft) to outside. (Figure 3)
- Remove existing baffle. Remove screws and detach from supporting flanges. Cut sealant.
- Cut edge of sleeve gusset flush or below gasket line using reciprocating saw. (Figure 4)
Tip: Angle blade to ensure gasket remains intact and without damage.
- Clean existing sleeve and gaskets. Do not use solvent, instead use warm soapy water.
- Measure sleeve depth. It should measure 9, 13, 16 or 21 inches deep.

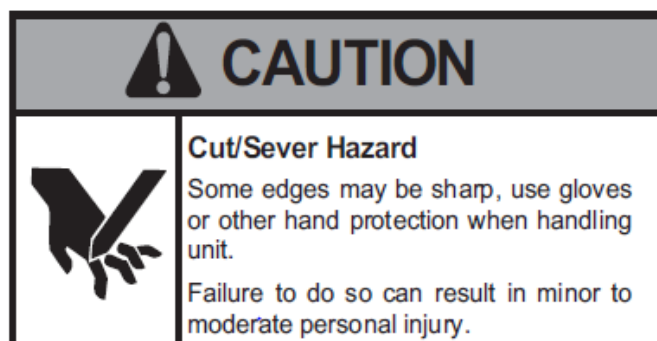




Figure 3

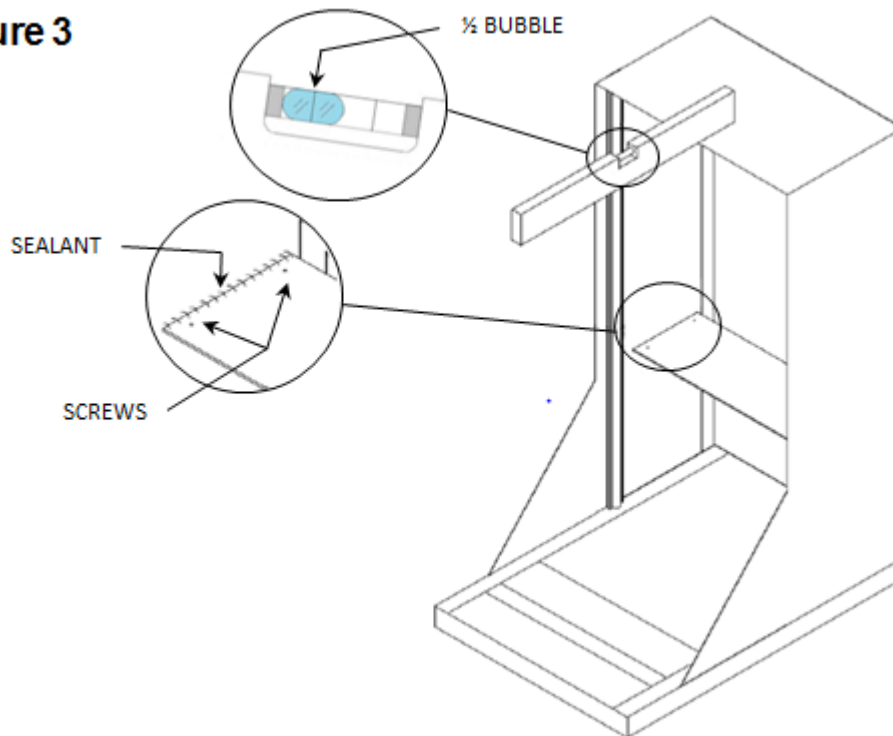
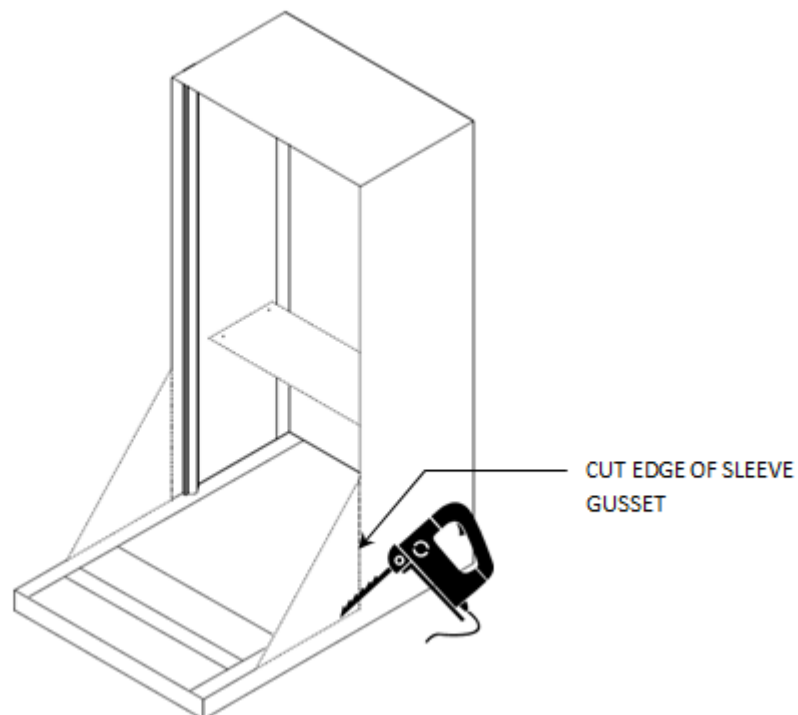


Figure 4





STEP 6: Install Friedrich Baffle

- Bend the designated baffle (9", 13" or 16", 21" depth) at the perforation. (See Figure 5)

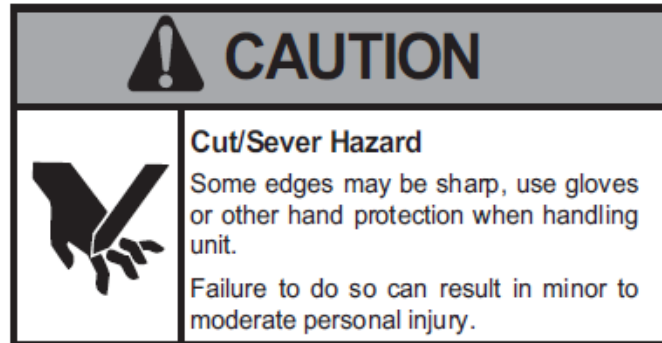
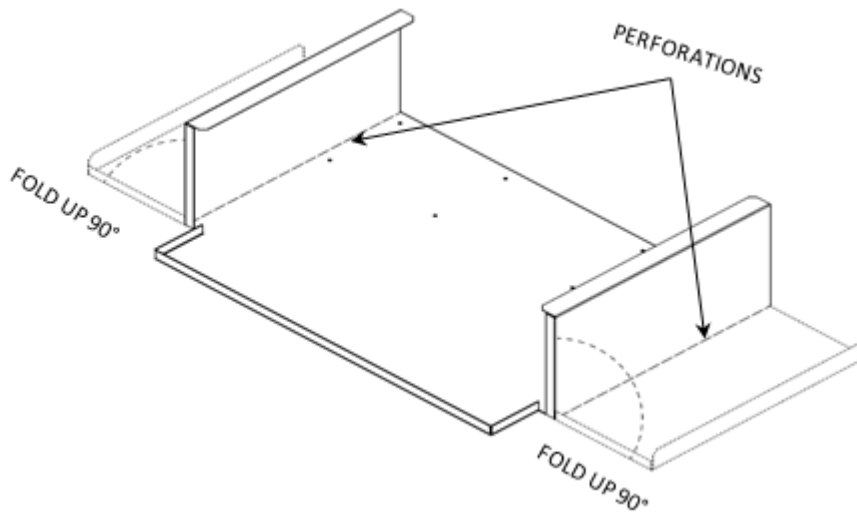


Figure 5





STEP 6: Install Friedrich Baffle continued

- On 13" & 21" Depth Applications Only: Attach the baffle extension with 4 supplied screws. (See Figure 6)
- Attach supplied gasket to designated baffle. (See Figure 6)

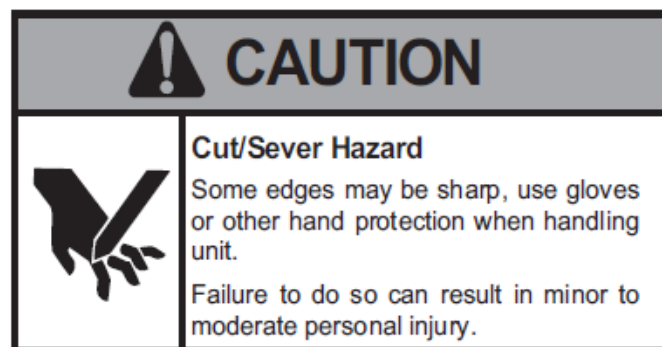
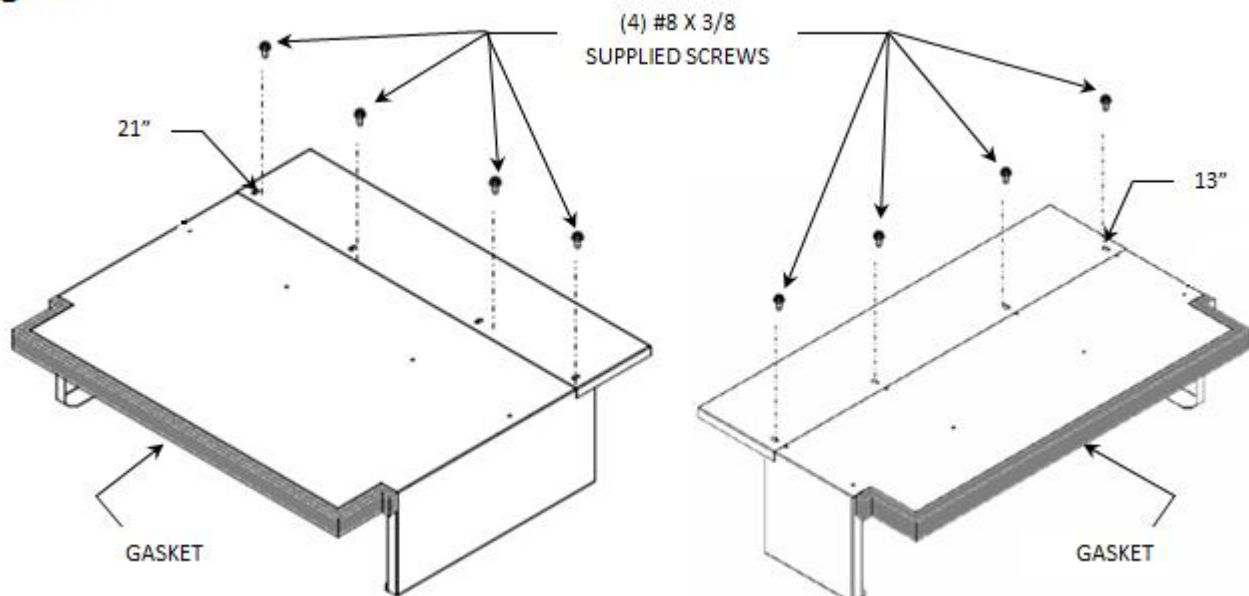


Figure 6





STEP 6: Install Friedrich Baffle continued

- Install the newly prepared Friedrich baffle by placing onto the supported flanges of the sleeve. (See Figure 7)

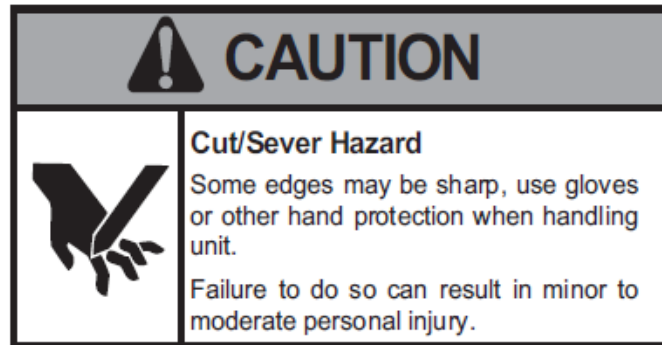
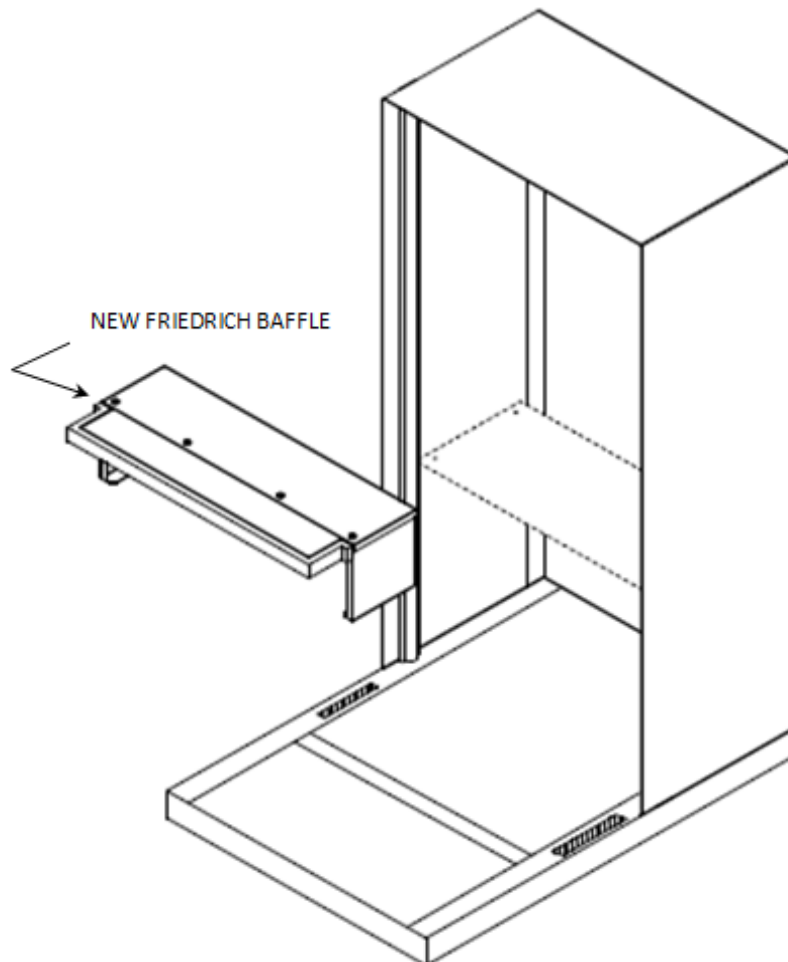


Figure 7

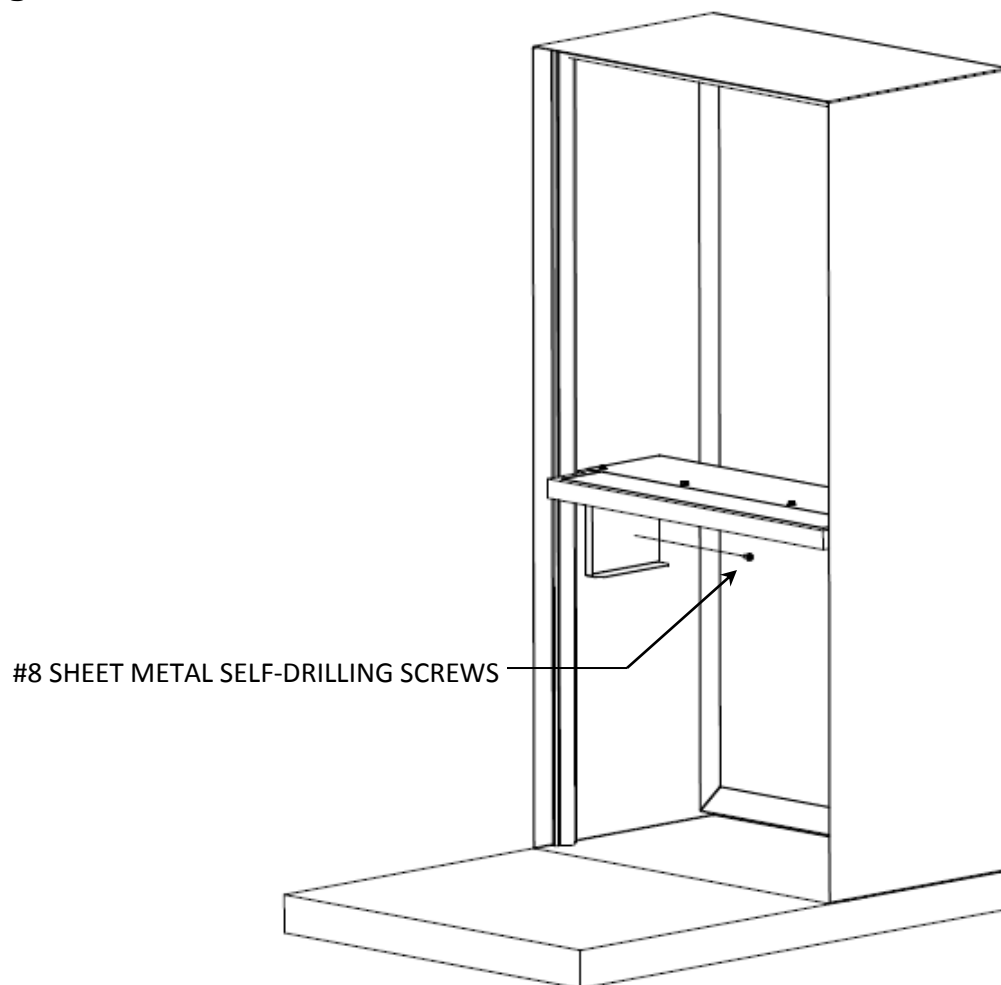




STEP 6: Install Friedrich Baffle continued

- Secure baffle to the wall using #8 sheet metal self-drilling screw on both sides. (See Figure 8)

Figure 8





Step 7: Install VPAK Adapter Tray

- Apply double-sided tape on gasket (as shown) to assist in the installation. (See Figure 9)
- Insert tray lip between the sleeve gasket and align tray shoulder flush against sleeve vertical edge.
- Once you have verified that tray is flush with cut sleeve, press tray into place with double-sided tape.

Tip: It's important to verify tray alignment before pressing tray into place. Double-sided tape will be difficult to remove if alignment is incorrect.

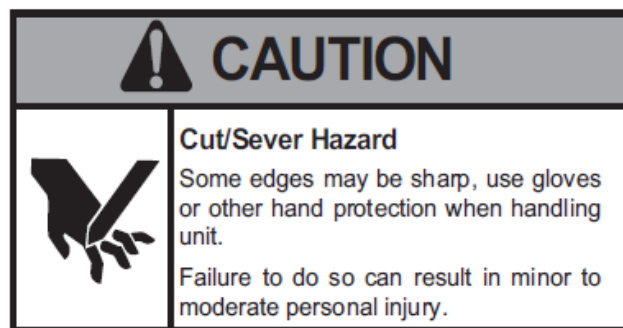
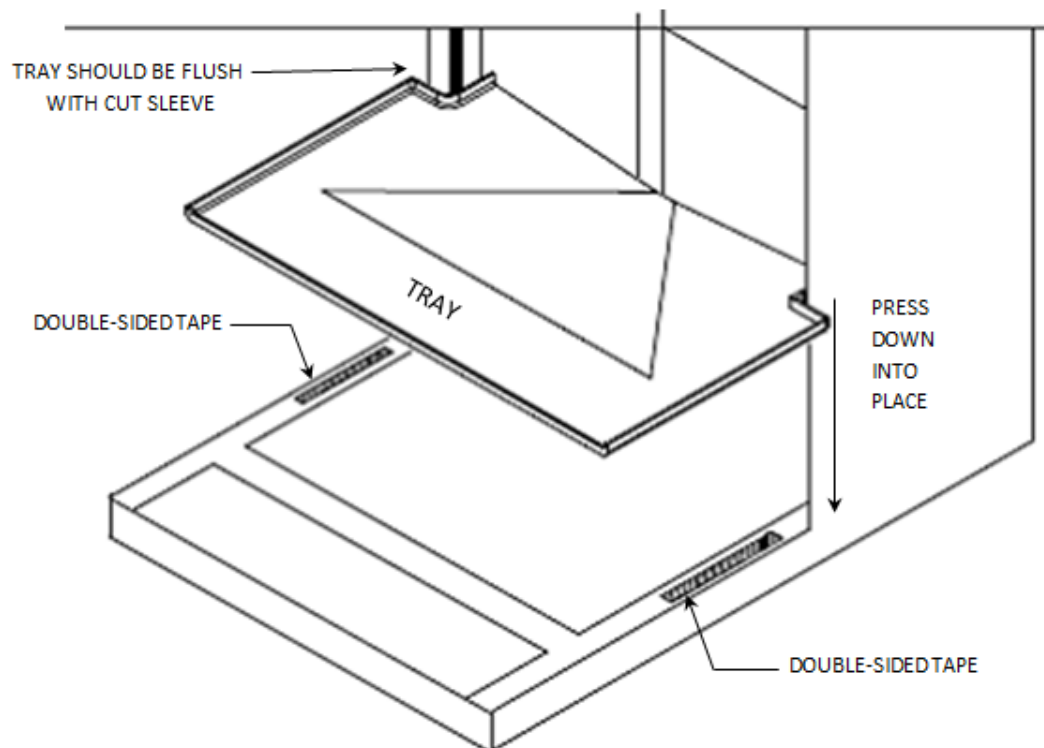


Figure 9







Step 8: Install Vert-I-Pak Adapter

- Unpack new Friedrich Vert-I-Pak A-Series unit. Make sure the red drain plugs are in place prior to installation. (See Figure 10A) Use 1/2" Ratchet to tighten the drain plugs if necessary.
Tip: See Vert-I-Pak A-Series Installation & Operation Manual for more information.
- Tilt Vert-I-Pak down on pallet that came with the shipping as shown on Figure 10A.
- Place 23" ID-side of adapter over backside of Vert-I-Pak. Line up adapter to the 2 bottom holes of the Vert-I-Pak and mark each Vert-I-Pak screw that lines up with the 4 adapter slots. Place adapter aside and remove the remaining (unmarked) 5 screws that do not align with the slots, and set them aside in a secure place for later use. (See Figure 10B)
- Slide adapter up into place, making sure that adapter hem is latched securely into cover flange. (See Figure 10A-A)
- *Tip: If adapter placement is correct, the 5 screw holes should now align.*
- Place 23" ID-side of adapter over backside of Vert-I-Pak. Secure adapter flush to Vert-I-Pak by re-installing the 5 screws into the now visible holes.
Tip: The bottom 2 holes will utilize #10 screws; the remaining 3 will use #8 screws
- Remove the back Vert-I-Pak isolating foot (underside of unit, closest to adapter) by removing screws. Once foot is removed, replace both screws back into unit.

Note: If the First Company® sleeve is flush with the inner wall, bend flange up 90°. (See Figure 10A-B)




CAUTION




Excessive Weight Hazard

Use two or more people when installing your air conditioner.

Failure to do so can result in back or other injury.



CAUTION



Cut/Sever Hazard

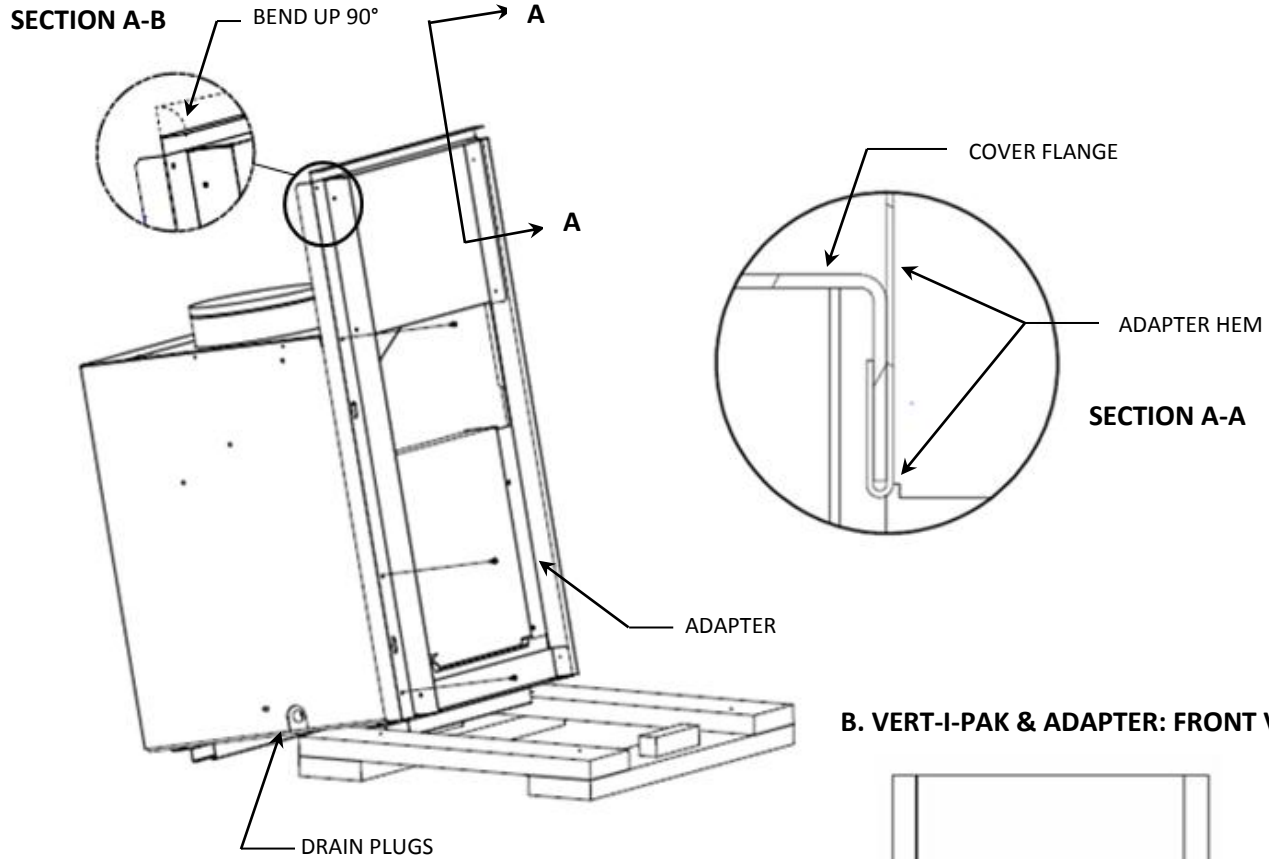
Some edges may be sharp, use gloves or other hand protection when handling unit.

Failure to do so can result in minor to moderate personal injury.

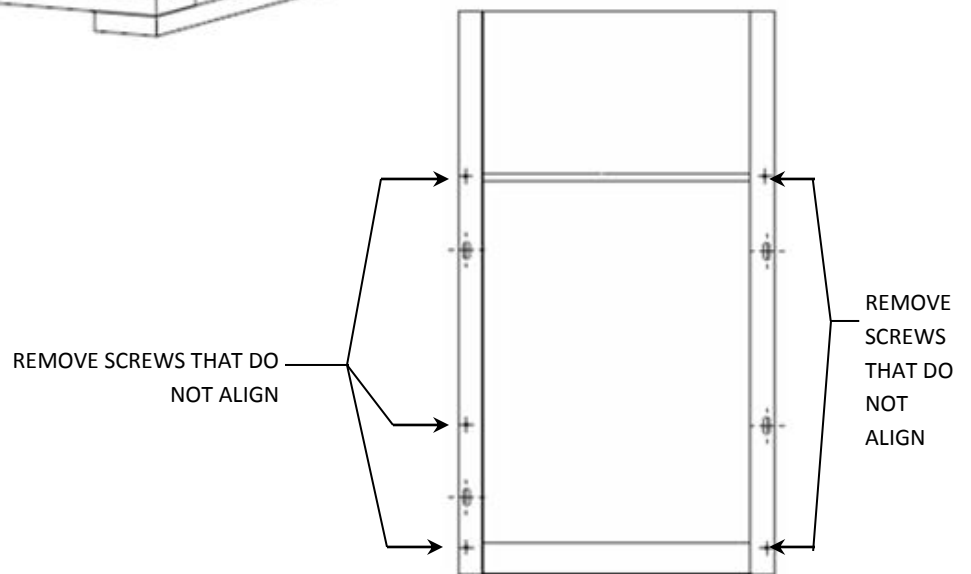


Figure 10

A. VERT-I-PAK & ADAPTER: SIDE VIEW



B. VERT-I-PAK & ADAPTER: FRONT VIEW





Step 9: Vert-I-Pak and Stand Installation

Important! Make sure you read all directions below before starting this step.

- Lift and place new Vert-I-Pak unit (along with attached adapter) onto tray and push flush against existing sleeve. When correctly installed, sleeve gasket will press against top of adapter.
- The top of adapter will overlap the top of the existing sleeve. Secure with at least 2 #8 sheet metal self-drilling screws through the pre-punched holes immediately. This will hold the unit in position. (See Figure 11A)

Note: If using the 90° bent flange (the First Company® sleeve is flush with the inner wall), secure the flange to the wall. (See Figure 11B)

- Measure the height from the bottom of the Vert-I-Pak to the floor. (See “H” in Figure 11) height
 - Height (H) 12” or less: bracket + bracket stand (See Figure 12A)
 - Slide 2 stand bracket into front isolating foot
 - Place supplied cage nut at the bottom of the extension angle
 - Insert supplied leg bolt and turn it all the way to end of the thread
 - Install extension angle to approximate 1 inch above the ground
 - Secure with at least 2 screws
 - Unscrew till tight
 - Height (H) more than 12”: bracket + wood stand (See Figure 12B)
 - Slide 2 stand bracket into front isolating foot
 - Premeasure and cut wood to proper length. Total 2 pieces of wood studs.
 - Slide wood stud into stand bracket and secure, using at least 2 field supplied #8 screws per side. (total of 2 screws per stand, 4 for both stands)
- Refer to the Vert-I-Pak A-Series Installation and Operation Manual to complete the installation (Electrical, Condensate Drain, Supply Air, etc). Do not unplug the front drain.

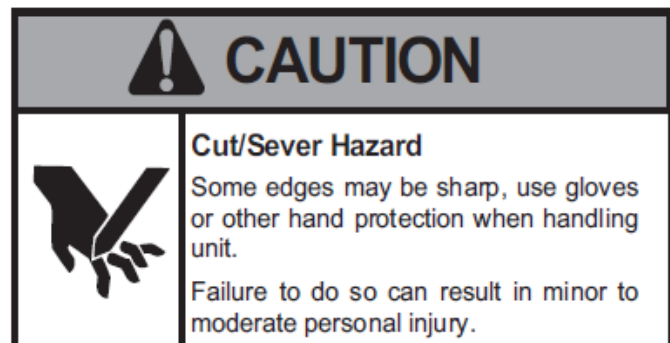
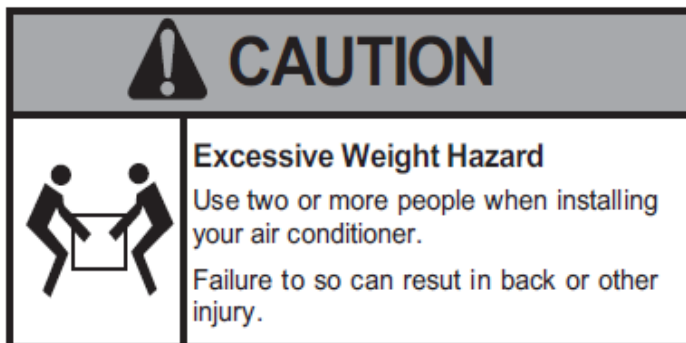




Figure 11

INSTALL: SIDE VIEW

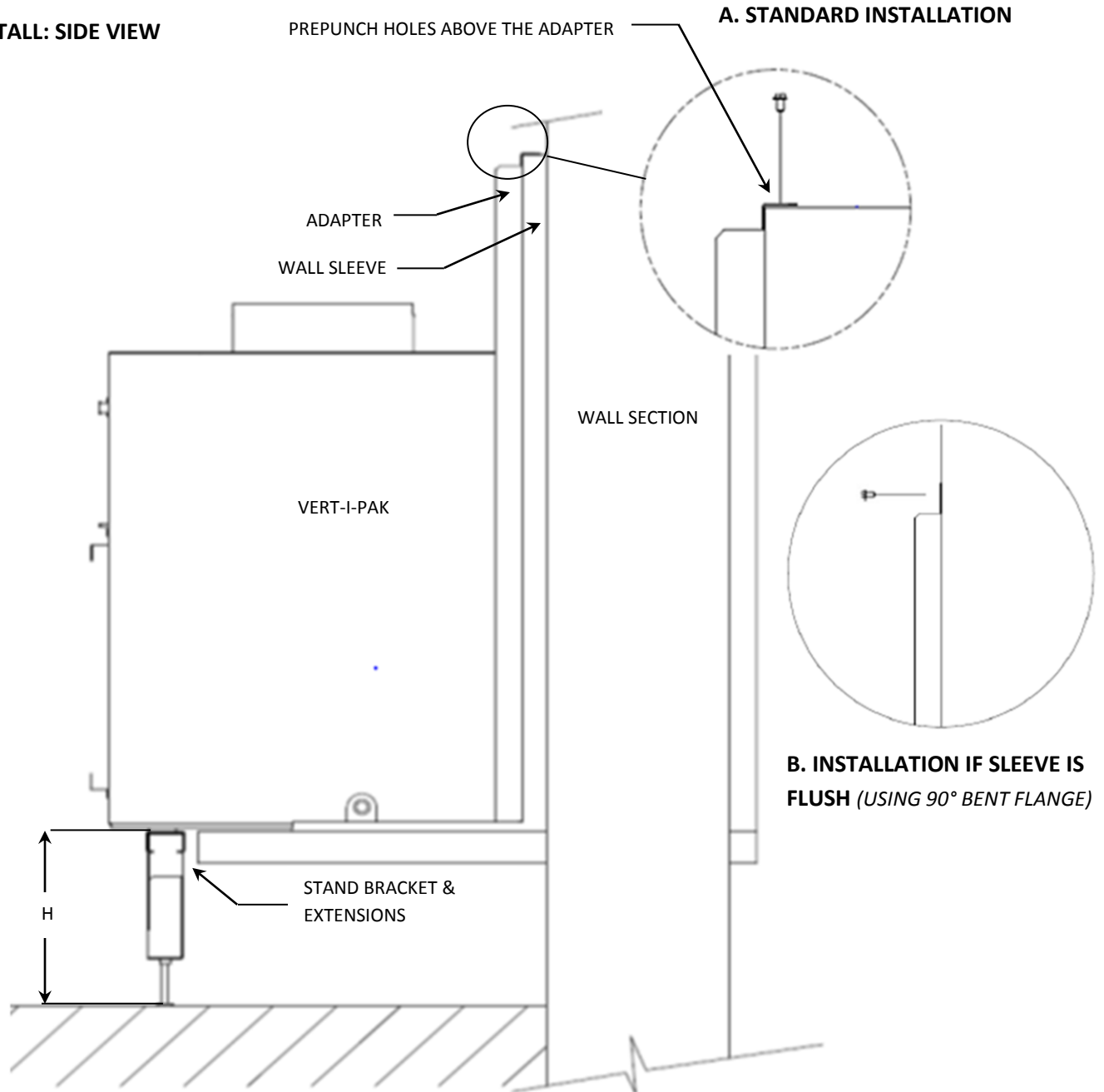
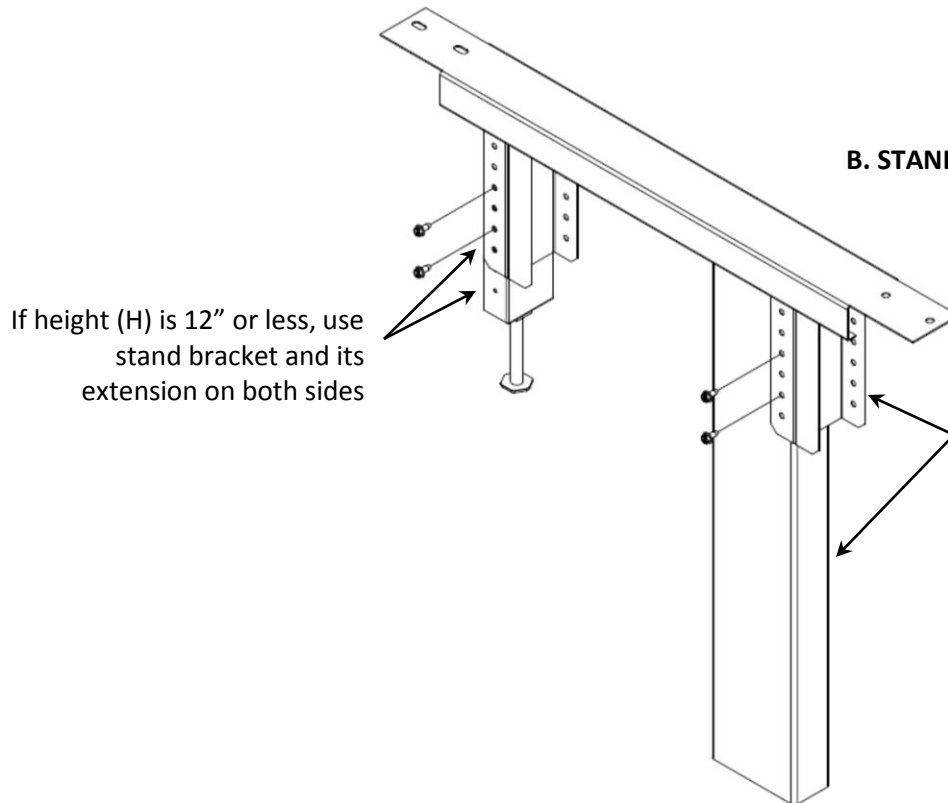




Figure 12

A. STAND BRACKET: H = 12" OR LESS



B. STAND BRACKET: H = MORE THAN 12"

If height (H) is more than 12", use 1 bracket and 2" x 4" wood stud for adequate stand height