

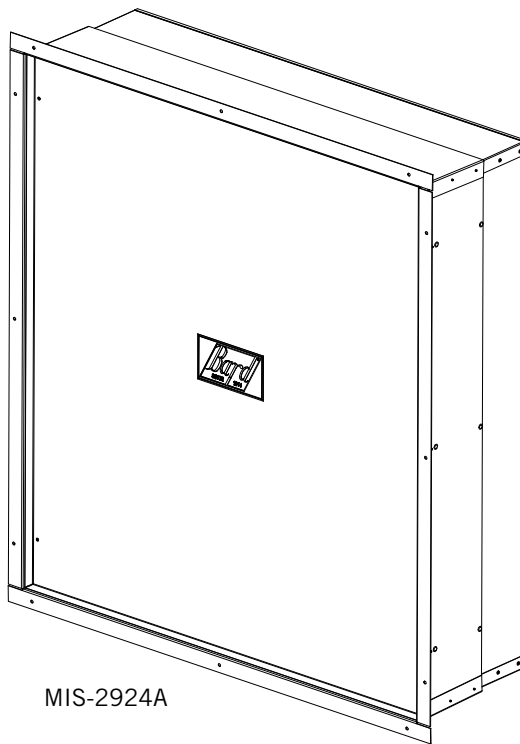
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# INSTALLATION INSTRUCTIONS

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## I-TEC WALL SLEEVE FOR 4" AND 6" LOUVERS

Model:  
IWS-S02



MIS-2924A



Climate Control Solutions

Bard Manufacturing Company, Inc.  
Bryan, Ohio 43506  
[www.bardhvac.com](http://www.bardhvac.com)

Manual: 2100-668  
Supersedes: **NEW**  
Date: 11-17-16

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## Getting Other Information and Publications

These publications can help when installing the air conditioner or heat pump. They can usually be found at the local library or purchase them directly from the publisher. Be sure to consult the current edition of each standard.

Standard for the Installation .....ANSI/NFPA 90A  
of Air Conditioning and Ventilating Systems

Standard for Warm Air Heating.....ANSI/NFPA 90B  
and Air Conditioning Systems

I-TEC Installation Instruction Manual... Bard/2100-549  
(latest revision)

### **FOR MORE INFORMATION, CONTACT THESE PUBLISHERS:**

**ACCA**      **Air Conditioning Contractors of America**  
1712 New Hampshire Avenue, NW  
Washington, DC 20009  
Telephone: (202) 483-9370  
Fax: (202) 234-4721

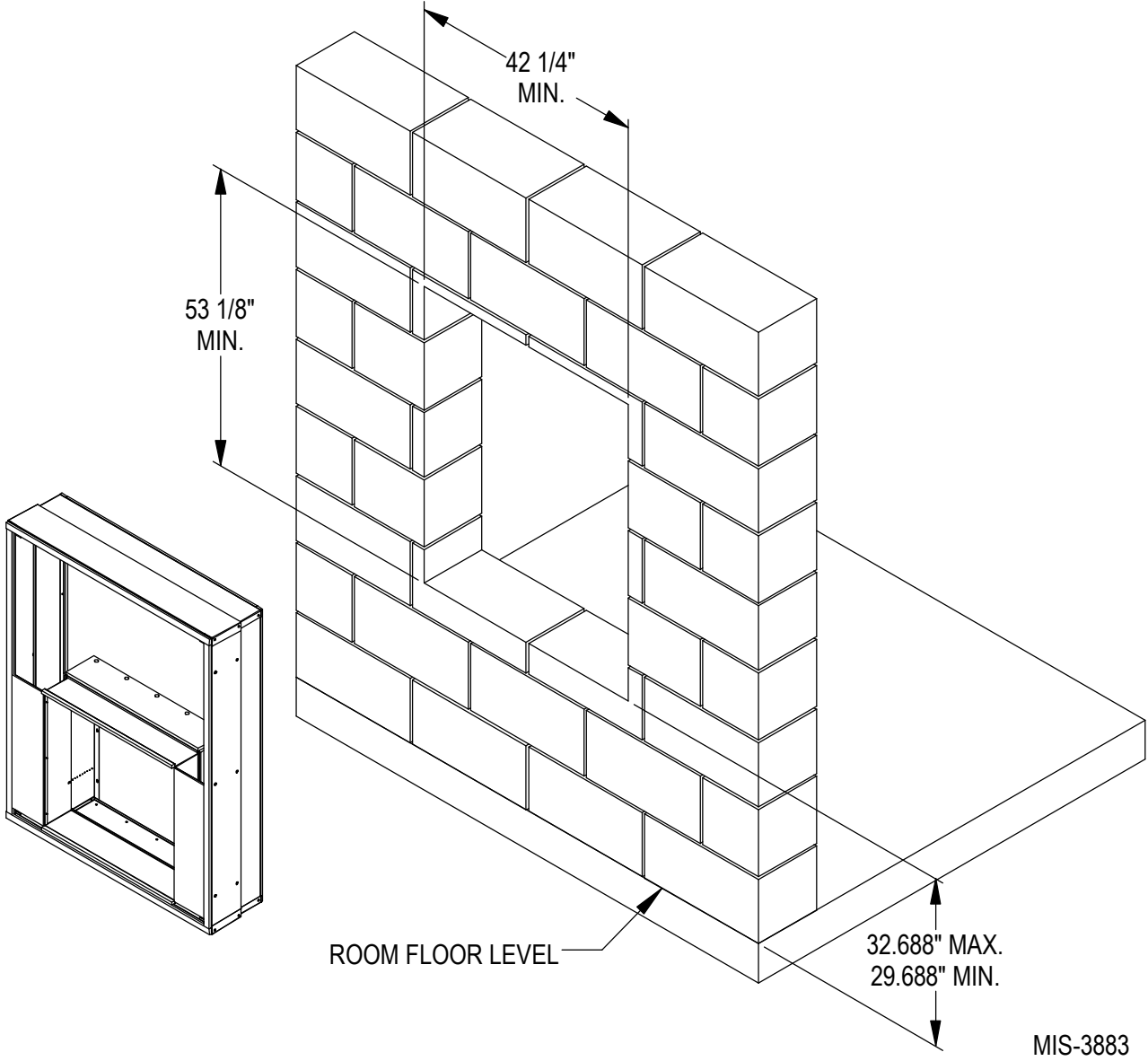
**ANSI**      **American National Standards Institute**  
11 West Street, 13th Floor  
New York, NY 10036  
Telephone: (212) 642-4900  
Fax: (212) 302-1286

**ASHRAE**    **American Society of Heating,  
Refrigerating, and Air Conditioning  
Engineers, Inc.**  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329-2305  
Telephone: (404) 636-8400  
Fax: (404) 321-5478

**BARD**      **Bard Manufacturing Company, Inc.**  
1914 Randolph Drive  
Bryan, OH 43506  
Telephone: (419) 636-1194  
Fax: (419) 636-2640



**FIGURE 2**  
**Masonry Construction Installation**



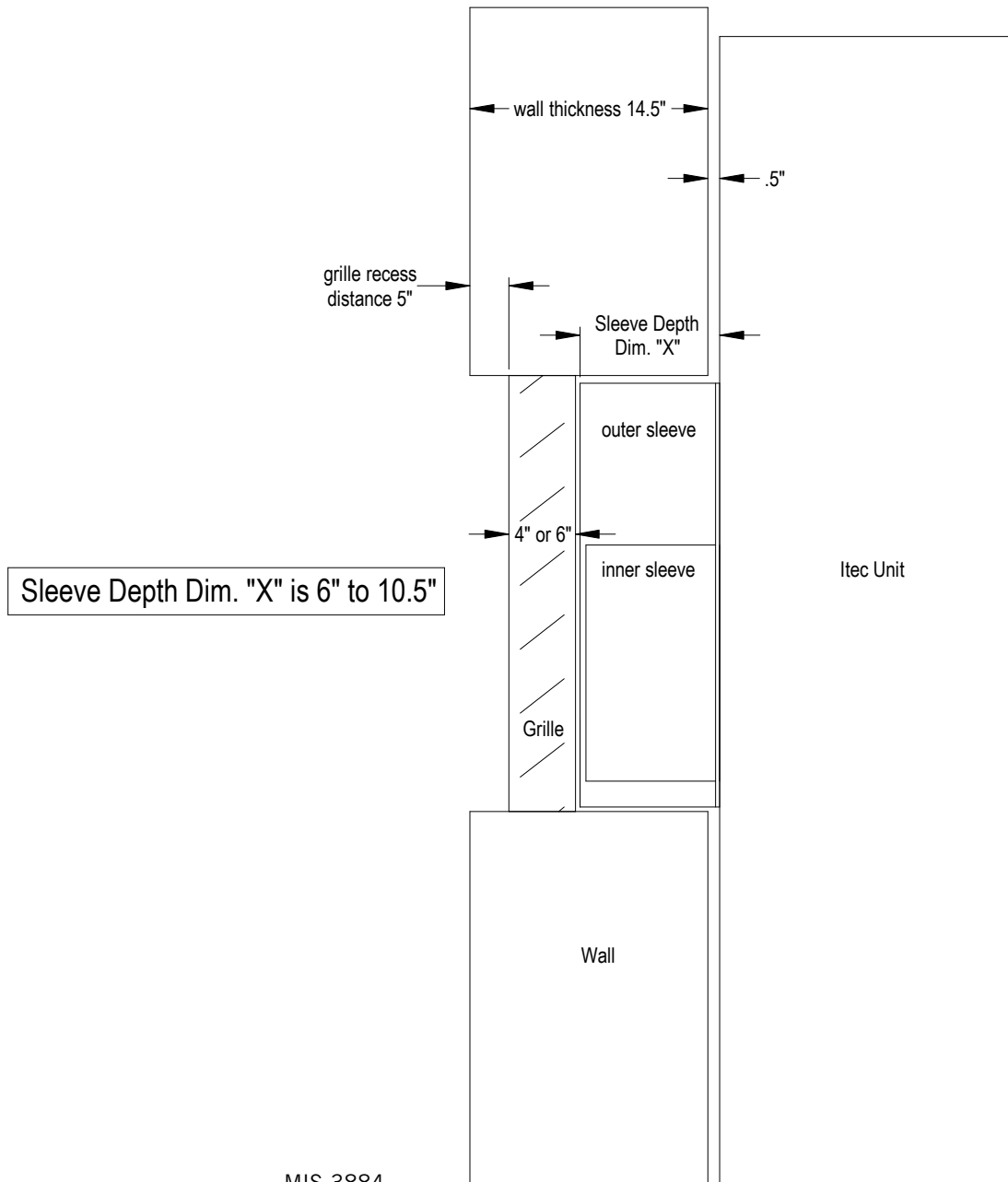
**Outer Telescoping Intake Sleeve Assembly and Installation**

The outer telescoping intake sleeve is used to bring intake outdoor air into the unit (see Figure 4). Start assembly by setting sleeve parts on a flat surface. Extend assembly until outer finish size is the depth distance measured between the louver and the inner wall surface plus 1/2". Make sure assembly is square before attaching outer sleeve pieces using six (6) self-tapping 1/2" screws (supplied). Using the provided

caulk, seal all four (4) seams between the inner and outer parts of the assembly (see Figure 5 on page 8).

Next, measure distance from the bottom of the louver opening to the floor. This is the distance needed from the inner bottom surface of the outer sleeve to floor level (see Figure 4). The distance needed to ensure proper sleeve location on the unit is 31" to 34". Using this dimension and centering the sleeve side-to-side on the unit, attach the sleeve to the I-TEC unit using twelve (12) supplied self-tapping 3/4" long screws (see Figure 5).

**FIGURE 3  
Typical Installation**



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### Inner Telescoping Exhaust Sleeve Assembly and Installation

The inner telescoping exhaust sleeve is used to direct condenser fan air out of the unit (see Figure 4). First, attach the inner exhaust sleeve to the I-TEC unit using six (6) 1/2" pointed sheet metal screws. Next, extend the inner frame of the exhaust sleeve until the outer surface is flush with the outer surface of the intake sleeve. Attach the inner frame of the exhaust sleeve to the outer portion using four (4) 1/2" pointed sheet metal screws (see Figure 5).

### Sleeve and Louver Connection

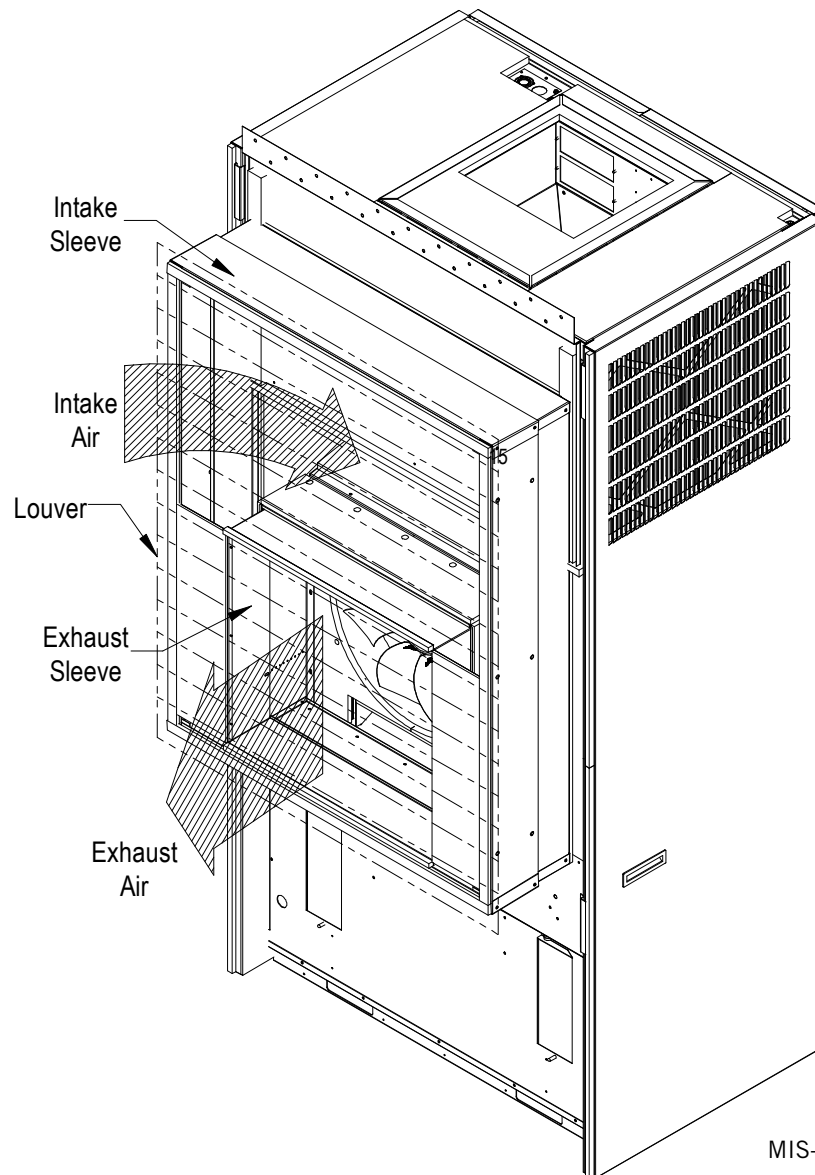
Slide I-TEC unit and sleeve assembly into place until outer sleeve surface touches the louver (see Figures

3 and 5). This connection should compress the foam gasket attached to the outer sleeve surface. Using field-supplied fasteners, attach the louver to the sleeve assembly.

### Final Inspection

After installation is complete, inspect all elements of the sleeve and louver assembly. Caulk may be needed to ensure air and water does not infiltrate room. Extra insulation maybe be required per installation variations to prevent sweating caused from surfaces being exposed to outdoor air. As a final step, verify that water entering the sleeve area can drain out of the sleeve and exit the louver. Weep holes may need to be provided in louver to ensure proper rain water drainage.

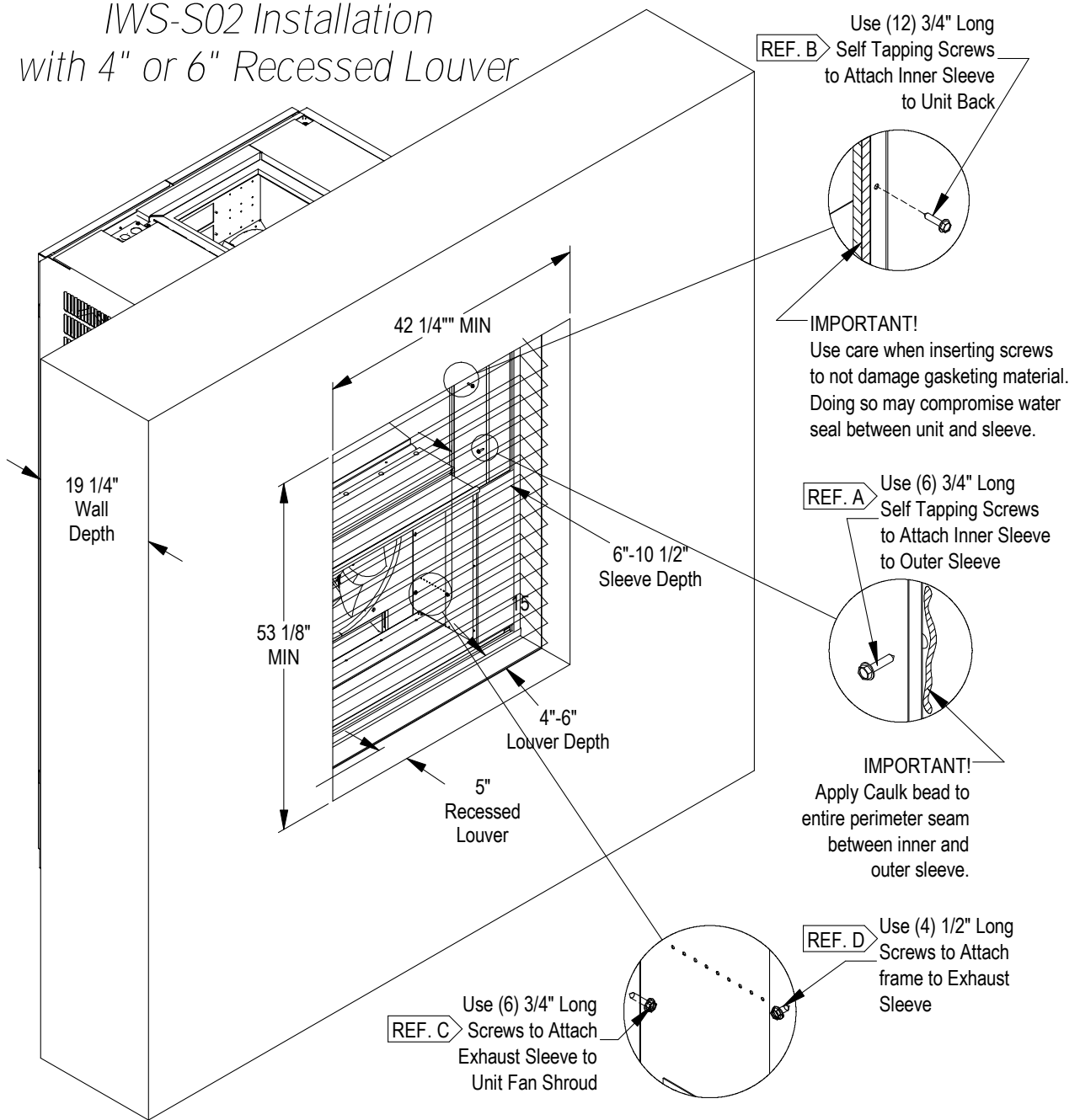
**FIGURE 4**  
**I-TEC and Wall Sleeve**






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**FIGURE 5**  
Attachment of Wall Sleeve (Overview)

*IWS-S02 Installation*  
*with 4" or 6" Recessed Louver*



- |                                |            |   |
|--------------------------------|------------|---|
| (18) 5/16" - 3/4" SELF TAPPING | REF. A & B |  |
| (6) 5/16" - 3/4" NON-TAPPING   | REF. C     |  |
| (4) 5/16" - 1/2" NON-TAPPING   | REF. D     |  |

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