

HEATING AND AIR CONDITIONING

MAINTENANCE TIPS

- Your thermostat(s) control both the heating and cooling functions of your home. In some cases, you'll have more than one unit on the home, each designed to control the climate of specific rooms.
- We recommend maintaining your thermostat at 72 degrees or cooler when using the furnace, and 78 degrees or higher when using the air conditioner. In most cases, this "comfort zone" will provide you with a proper temperature, yet keep utility bills under control. If you have more than one unit for your home, set the thermostats equally to avoid one from being overworked.
- The registers throughout your home regulate the flow of air, there by affecting the relative temperature in any area. You should have a HVAC trade contractor "balance" the air flow in your home shortly after you move in, and illustrate the proper method for doing so.
- Your home also has one or more air return registers, which must be kept free of obstructions to maintain proper airflow. Please try to replace filters every 30 days. It is a good idea to get into the habit of replacing filters with another monthly event, such as paying your mortgage or utility bills.
- Regardless of the warranty in place on your particular equipment, it is a good idea to have the HVAC system inspected and serviced at least once each year. This will ensure that the equipment is in optimum, most efficient operating condition.
- You should familiarize yourself with where condensation lines run from the air handler to a drain area beside your home. It's perfectly normal for condensation to form on the equipment. Please keep in mind that is normal for the lower line to drip.
- Air Filter: Your system should have a replaceable filter that is designed to reduce the flow of particles in the air. For maximum efficiency, it is important that the filter is cleaned once a month and physically replaced as recommended by the manufacturer.
- Thermostat: The thermostat is designed to control the temperature throughout your home. It should be set at a comfortable level and left there, as described earlier. The fan switch should be in the AUTO position. The thermostat also contains the controls for converting from heat to A/C.

- Registers: The registers have been engineered to provide an even air flow balance throughout your home. By opening and closing registers, you can adjust the amount of cool or warm air that enters a room. Excessive re-adjusting of the registers may cause an imbalance in the system and adversely affect its overall efficiency.