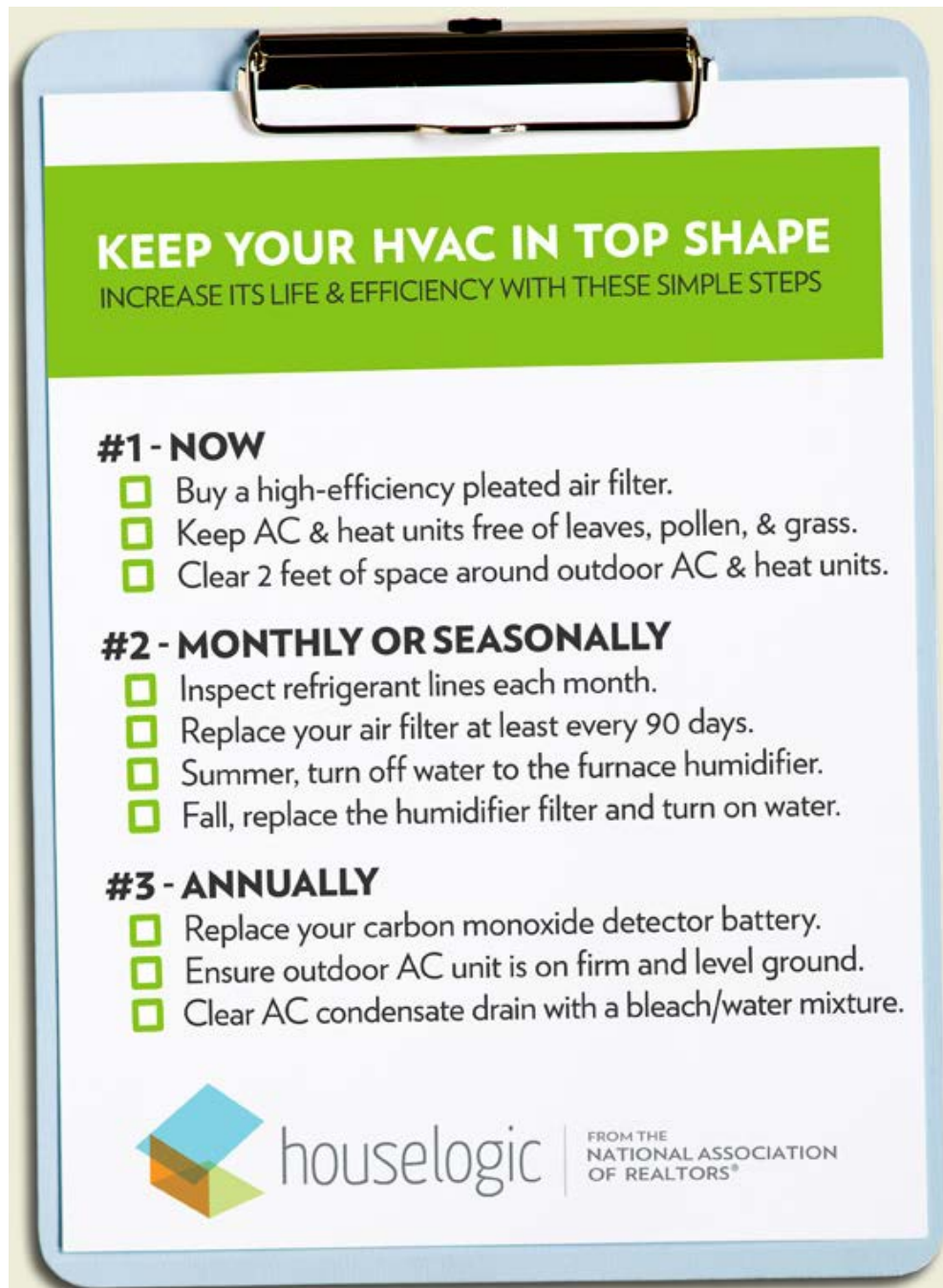


HOMEOWNER TIP SHEET



HVAC Maintenance Checklist

It's a good idea to hire a HVAC company to inspect and do maintenance on your system every fall and spring. They'll do things like inspect and clean the wiring and mechanisms of the unit, which is bit more challenging for the average homeowner. But you can prolong the life and increase the efficiency of your system if you follow this simple maintenance plan:



KEEP YOUR HVAC IN TOP SHAPE
INCREASE ITS LIFE & EFFICIENCY WITH THESE SIMPLE STEPS

#1 - NOW


- Buy a high-efficiency pleated air filter.
- Keep AC & heat units free of leaves, pollen, & grass.
- Clear 2 feet of space around outdoor AC & heat units.

#2 - MONTHLY OR SEASONALLY

- Inspect refrigerant lines each month.
- Replace your air filter at least every 90 days.
- Summer, turn off water to the furnace humidifier.
- Fall, replace the humidifier filter and turn on water.

#3 - ANNUALLY

- Replace your carbon monoxide detector battery.
- Ensure outdoor AC unit is on firm and level ground.
- Clear AC condensate drain with a bleach/water mixture.

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Some things you should do immediately; other tasks only need to be done seasonally or once a year. Here are the steps to a healthy HVAC system:

- Do not operate your furnace without a filter.
- Buy a better filter if you haven't already. The new high-efficiency pleated filters have an electrostatic charge that works like a magnet to grab the tiniest particles — even those that carry bacteria.
- Replace the filter as defined in the lifecycle of the filters your system uses. But check it monthly. If it looks dark and clogged, go ahead and change it. If you have pets, you'll probably need to change more often.
- Check to make sure there's at least two feet of clearance around outdoor air conditioning units and heat pumps.
- Weekly during spring, summer, and fall remove debris such as leaves, pollen, and twigs from top and sides of outdoor air-conditioning units and heat pumps. Don't allow the lawn mower to discharge grass clippings onto the unit.
- Annually, ensure that outdoor air-conditioning units and heat pumps are on firm and level ground or pads.
- Never close more than 20% of a home's registers to avoid placing unnecessary strain on the HVAC system.
- Annually, replace the battery in your home's carbon monoxide detector.