

## HVAC Maintenance Tips:

Heating and air conditioning equipment seem to break down when you most need it, on the coldest or hottest day of the year. There are some simple preventive maintenance and troubleshooting techniques that can help keep the unit working properly.

- It is very important to change your air filter as often as recommended. Twice a year before summer and winter are a good time to change the filter, depending on conditions and use. Every two or three months is recommended for those with higher use. A higher efficiency filter with a MERV rating of nine (9) or higher may need to be changed more frequently at least every other or three months depending on conditions and use. Remove the old filter and install a new filter. Check the side of the filter for the air flow direction arrow before installing the filter. Please *note some air filters are washable and need to be washed and not replaced during the same intervals.*



- Program your thermostat according to your schedule. It should be adjusted for when home and away, for energy efficiency.
- Check the thermostat regularly. If the unit is not heating or cooling, make sure it is on and is set a few degrees above for heat, or below for air conditioning, of the temperature displayed on the thermostat.
- If condensation water is detected coming from the unit shut it down and call for repair.
- If ice is forming on the evaporator coil when the air conditioner is on, or if the unit is not maintaining temperature, the unit is most likely low on refrigerant and you should call for repair.
- It is recommended that an annual routine maintenance and inspection be performed on the system to help keep the unit working properly.

*\*Maintenance Tips are provided by Action Property Management Residence Services as a value added free information service. For convenience and future reference the maintenance tips are also posted to the Buildinglink library. Serving you is our pleasure. We want you to enjoy the feeling of a well maintained home. You deserve it!*