MASTER AIR'S RECOMMENDATION FOR YOUR Heating, Ventilation, and Air Conditioning (HVAC) SYSTEM

Homeowner Use and Maintenance Guidelines

Your HVAC system is a whole house system. HVAC can greatly enhance the comfort of your home, but if it is used improperly or inefficiently, it will result in wasted energy and loss of comfort. These hints and suggestions are provided to help you maximize your a/c-heating system.

The heat from the sun shining through windows with open drapes is intense enough to overcome the cooling effect of the air conditioning unit. For best results, close the drapes or window coverings on these windows.

Time is very important in your expectation of an air conditioning system. Unlike a light bulb, which reacts instantly when you turn on a switch, the air conditioning unit only begins a process when you set the thermostat.

For example, if you come home at 6:00pm when the temperature has reached 90 degrees F and set your thermostat to 78 degrees, the air conditioning will begin cooling, but will take much longer to reach the desired temperature. During the entire day, the sun has been heating not only the air in the house, but the walls, the carpet, and the furniture. At 6:00 pm the air conditioning units starts cooling the air, but the walls, carpet and furniture release heat and slows this cooling and extend the time needed to cool the house.

If evening cooling is your primary goal, set the thermostat at a moderate temperature in the morning while the house is cooler, allowing the system to maintain the cooler temperature. The temperature setting may then be lowered slightly when you arrive home with better results. Once the system is operating, setting the thermostat at 60 degrees rather than 75 degrees will not cool the home any faster and can result in the unit not performing at all. High efficiency a/c systems, along with good building standards, are designed to cycle your system longer instead of short cycling the system having the system turning on and off frequently.

Temperature Variations

Temperatures may vary from room to room by several degrees F but not more than 3 degrees from the thermostat setting. This is due to such variables as floor, orientation of the home to the compass direction, type and use of window coverings and traffic through the home.

Normal Maintenance

A qualified technician should inspect your HVAC system annually and any necessary maintenance performed.

Initial _____

Outside Condensing Unit

Be careful when performing lawn maintenance around the condensing unit to ensure the wiring, tubing, and coils are not damaged. Do not allow plants or other objects to impede airflow as this can reduce efficiency and may damage the unit.

Filter

Remember to change the return air filter(s) monthly. System 5" media filters are recommended to be replaced every six months. Accuclean filter (refer to owner's manual).

We recommend that you do not use the washable filters; these filters restrict airflow and may cause problems with the evaporator coil and condensing unit.

A clogged filter can slow airflow and cause cold or hot spots in your home. Although it takes several minutes to change the filter, this is one of the most frequently overlooked details of normal maintenance. Buy filters in large quantity for the sake of convenience. Never operate the a/c - heating system without a filter in place. A good way to remember to change filters monthly is to change it when you receive you electric bill.

Gas Odor

IF YOU SMELL GAS, CALL THE GAS COMPANY IMMEDIATELY

Odor

A new heating system may emit an odor for a few minutes when you first turn it on. An established system may emit an odor after being unused for an extended time (such as after the summer months). This is caused by dust that has settled on the ducts and furnace and should pass quickly.

On-off Switch

The furnace has an on-off blower switch. This switch looks like a regular light switch and should be located in a box near the furnace, we have seen some switches next to the attic light switch. When turned off, this switch overrides all thermostat commands and shuts down the blower. This is usually done only when maintenance service is being performed. We get a lot of calls around Christmas time when the switch gets accidentally turned off while retrieving or storing Christmas decorations.
There are numerous reasons why a breaker will flip, it most commonly is caused by the weather or power surges. We are a HVAC company; we are not licensed electricians. We can not work on breakers or electrical wiring not affiliated with your HVAC system. If a breaker continues to flip we recommend you contact a licensed electrician.
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Initial _____

Registers

Most HVAC supply registers are adjustable. You are responsible for adjusting the registers to regulate the conditioned airflow within the home. Registers in the rooms farther away from the furnace will usually need to be opened wider. Maximized airflow to occupied parts of your home by adjusting the registers. Likewise, when the seasons change, you may need to readjust them for maximum comfort.

Temperature

Depending on the style of your home, temperature can normally vary from floor to floor as much as 10 degrees or more on extremely cold or hot days. The system will typically cycle on and off more frequently and for shorter periods during extreme weather conditions.

Thermostat

The a/c or heat will come on automatically when the temperature at the thermostat registers above (for cooling) and below (for heating) the setting you have selected. Once the system is on, setting the thermostat to a different higher or lower temperature will not heat or cool the home faster. Thermostats are calibrated to within plus or minus 3 degrees Fahrenheit.

Drains

Drains are in place for the condensation from the evaporator coil to drain into the home plumbing system. This can be 10 - 20 gallons per day.

During installation, those lines are cleared to hopefully prevent clogs. This sediment can also be trapped in the home plumbing system.

A cap of bleach may be added to the drain pan once a month to help prevent clogging.

Initial _____