

## **IMPORTANT HOMEOWNER MAINTENANCE TIPS FOR YOUR HEATING AND COOLING SYSTEM**

Following are homeowner maintenance tips that we suggest to help you maintain the maximum efficiency, reliability and lifespan of your HVAC system. You should routinely start checking these items within one month after you start using your HVAC system.

Please take special note that if a problem arises with your system and service is required, if it is determined the cause is due to lack of homeowner maintenance as outlined, but not limited to the items below, Sombra Homes is not liable for any repairs to the system and/or any related property damages.

- **Check your filters**

- It is recommended that you check your filter at least once a month until you have an idea as to how fast your filter gets dirty. This needs to be done during all seasons of operation,
- Change your filter when the “front” side that accumulates dust and debris starts to become a different color than the “back” side of the filter. If the filter gets too dirty, the airflow may become obstructed and could result in damage to your system and/or property.
- If you have a washable filter, you may clean it with plain water, but please allow it to dry thoroughly before re-installing it.
- Make sure you install it with the arrows pointing in the proper direction to allow for proper air flow (the arrow should point inward to the system).
- Never install a filter size other than that specified for your system.
- Even though some filters indicate the longevity period of their product may outlast that of others, it is still important that you routinely check it since system usage varies by household.

- **Check and service your condensate line:**

- Take regular note of your condensate line where it drains at the exterior of your home. This is a short PVC pipe that is found protruding from the bottom of an outside wall. The location of this pipe will vary depending on the model of your home, but is not hard to locate. Keep this area free from any type of blockage, plant, debris, etc. that may clog it or prevent it from draining freely when needed.

- Clean your condensate line to prevent blockage (blow it out). Dust or debris can accumulate causing the line to become blocked. If the line does become blocked, it will result in a back-up of water and could cause damage to your system and/or property.
- **Check for moisture:**
  - During parts of the summer, the heat exchanger above your furnace removes moisture from the air. This water normally drains away harmlessly without notice (via the condensate line), however it is suggested you routinely check the furnace area for signs of water on, under or around the system.
- **Operate in a reasonable temperature range:**
  - It is recommended that you **do not** turn your thermostat below the suggested ranges as your system could freeze up, stop working and damage could result to your system and/or property. Systems are designed to cool your home 30° lower than the outside air temperature (minimum indoor temperature should be 78°).
  - Per design standards, with proper operation, it is normal for temperatures to vary 2° to 4° from room to room. The relationship between the number of windows or glass doors to the size of a room, and the location of the sun can cause greater temperature variations. These variations can be reduced by operating a fan.