

AIR CONDITIONING/HEATING

--TROUBLESHOOTING--

Should you experience problems with your air conditioner/heating unit, please check the following items for correction prior to calling for service. **Should A/C service tech find one of these items as the necessary correction you may be subject to a service charge:**

1. Filter should be correctly in place and clean. A dirty filter is the most common cause of air conditioner malfunction. Monthly cleaning/replacement of this filter is necessary for optimum performance. Never operate your unit without a correct filter in place.
2. Check that shut off switch (located in the A/C room in close proximity to the A/C unit) is in the correct position.
3. Air intake, (louver in the A/C room door, and intake at the unit) is not blocked.
4. Check for correct positioning of the circuit breaker in the electrical service panel (located in the Laundry/Workroom).
5. Check to see that the thermostat is set correctly.

Located beneath your A/C unit is the emergency overflow pan. This pan will catch and drain condensation water should the primary drain become clogged. Located in this pan is a float switch designed to shut down operation of your A/C unit should water fail to drain from this pan, indicating a problem with the main drain and pan drain.

Maintaining correct operation of the main drain line by flushing with water and treating with an algaecide, according to the manufacturer's recommendations, should be performed semi-annually. You may explore the possibility of contracting with a licensed and insured A/C company to perform this service.

Recommended settings for the thermostat are 77-78 degrees (cooling) and 70-72 degrees (heating).

In your absence, your tenant, or your home sitting representative **MUST** ensure that the A/C unit is operating correctly at all times.

Door at A/C room has an air grille permanently installed. This grille is to allow air flow back into your air conditioning unit.

DO NOT BLOCK THE AIR FLOW OF THIS GRILLE!!