



# Mechanical Systems

Part I – HVAC

## Heating and Cooling Operation, Care, & Maintenance

### Heating

- On your thermostat, turn the “heat-off-cool” switch to the “heat” position.
- On your thermostat, turn the fan switch to the “auto” position.
- Select the thermostat temperature setting desired, normally around 70°F for the best heating comfort. (Setting the temperature back to 65°F at night will save approximately 5% per year.)

### Air Conditioning

- On your thermostat, turn the “heat-off-cool” switch to the “cool” position.
- On your thermostat, the fan switch may be operated either in the “auto” or “on” positions.
- Select the temperature setting desired, normally not below 75°F for the best summer comfort. (Settings below 72°F can cause icing.)
- During the extremely warm periods, it is recommended that the fan switch be in the “on” position (fan will run constantly).
- For maximum cooling, you must operate air conditioning 24 hours a day.
- Once you have found the cooling temperature setting on your thermostat that suits your comfort, further changes should not be necessary. If further change is indicated, make only slight changes up or down a degree or two. Avoid wide changes in settings, as this may cause discomfort.
- Installation and proper usage of blinds is very important during the extreme heat. This can minimize the stress on the air conditioning unit by blocking some of the heat from entering and heating up the home.

### Tips

- Do not be a thermostat juggler!
- Do not place lamps, TVs, or appliances that heat near the thermostat.
- Replace air filters at the beginning of each season and in between as required. Do not operate unit without an air filter in position. Never reverse a dirty filter. A dirty filter increases operating costs and will eventually cause the system to fail.
- Adjustment of the damper on the register will provide room control. For efficiency, close any dampers in spare rooms and infrequently used rooms.
- Do not block the return air grills. The proper heating and air conditioning cannot be delivered if the air cannot pass through the equipment.

- Keep debris (especially leaves) away from around your outdoor air conditioning unit. The thermostat simply controls whether or not the system operates. Setting the temperature higher (or lower) does not affect how “hard” the unit works. It only makes it operate longer.
- Do not place draperies, large furniture, carpeting, etc., so that they would interfere with the air distribution of the supply registers.
- If you have a fireplace, the damper must be closed when not in use.

**Troubleshooting** – if equipment is not operating.

- Check the circuit breakers in the electrical panel.
- Check the toggle switch or disconnect at the furnace.
- Check the filter if airflow is a problem.
- If you have changed the filter, make sure the furnace door is on right side up and the safety switch is making contact.
- To reset the unit, turn the thermostat to “off.” Turn the electrical breaker completely “off” and then back “on.” Then turn the thermostat back on. Only do this once.
- If the unit still does not operate, please refer to service information for the HVAC company.

# Important HVAC Notice for Winter Settlements

In the spirit of homeowner satisfaction and comfort, Heartland Homes wishes you a comfortable home year round.

When homes are constructed during the cold months of the year, it is more difficult to properly charge the air conditioning line sets. For this reason, Heartland Homes advises that you test your air conditioning in the early spring before the weather gets hot. Even if your home was not constructed during the cold months of the year, it is a good idea to test your air conditioning unit before hot weather arrives.

**Now would be a good time to see if your air conditioning is working. Also, remember to replace your filter frequently.**

***If it is not working***, call your HVAC contractor so that you won't be without air conditioning when it is hot.

Spring is a peak season for HVAC companies. Please be aware of the heavy call volume that they may be having with regard to their response time. Our contractors do not guarantee a response within 24 hours and they are not required to schedule weekend repairs.