

TAKE STEPS NOW TO GET YOUR COOLING SYSTEM IN SHAPE AND PREVENT PROBLEMS THROUGHOUT THE COOLING SEASON.

WHAT	WHICH SYSTEMS	HOW	WHY
Check air filters – clean or change them	All	Replace dirty disposable filter. Clean permanent filter with mild detergent, water, rinse well. Dry filter completely, then reinsert.	Dirty air filters make fans work harder, use more electricity. Clean filters remove dust, allergens from air.
Clear grass, leaves, weeds, debris away from outside unit	All except room units	Remove debris, foliage at least two feet around unit. When you mow, aim grass clippings away.	Units use less electricity when air can circulate freely through the coils.
Check ductwork for leaks, disconnects, poor insulation	Central, heat pump	Seal all ducts within reach. Use mastic or metal tape—never duct tape. Straighten tangled & kinked ducts.	Air conditioners must work longer, harder to replace cool air that leaks out before it reaches rooms.
Keep registers and vents clean	Central, heat pump	Nothing should block or sit on registers, including pets!	Free circulation puts cool air where you want it.
Rinse outside coils (outside house)	All except room units	First, shut off power to unit. Use garden hose to gently wash.	Even thin dirt film on coils makes A/C work harder.
Clean inside coils (inside house)	Central, heat pump	Use a vacuum. Be careful not to damage the coil fins.	Clean coils reduce A/C electricity use.
Straighten condenser coil fins	All except room units	A/C dealers sell “fin combs.” Carefully comb fins on outside & inside coils.	Straight, clean fins allow air to move freely through coils, improving efficiency.
Unclog drain ports	Central, heat pump	Clean ports with short piece of wire hanger or pocketknife.	Air conditioners remove water from air. If water can't drain freely, it will leak out, may cause damage, mold, higher humidity.
Check window seals	Room units	Inspect seal to make sure window frame makes contact with A/C's metal case.	Keep hot air out, cool air in to improve comfort, use less electricity.
Choose proper location	Room units	Do not put window unit in direct sunlight.	Fan works harder when sun heats outside coil.

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MAKE SURE YOUR HOME'S AIR CONDITIONING IS READY TO KEEP YOU COOLED COMFORTABLY DURING WARM MONTHS AND SAVE ON ENERGY COSTS TOO.

HELPFUL TIPS FOR USING YOUR AIR CONDITIONER:

- Always keep all windows and doors to the outside closed.
- Don't cool unoccupied rooms. If you have registers, don't close more than half of them. Restricting air flow too much can cause unit to malfunction.
- Got a ceiling fan? Set the thermostat higher—you will still be comfortable. Keep the fan on low speed when humid.
- When you're not home, set thermostat to 78° F or higher. Setting thermostat colder than normal when turning A/C back on doesn't cool faster.
- Get a programmable thermostat for central units, especially if you're away from home at the same times during the week. You can control some programmable thermostats from computer or smart phone.
- Keep lamps, televisions, other electronics away from room unit's thermostat. It can sense their heat, and may cool longer than necessary.

Consider calling a professional air conditioning maintenance contractor to tune up your system before cooling season. A tuneup will maximize your summer cooling comfort, help your air conditioner last longer, run better and save on monthly energy bills.



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