

# HVAC SYSTEM TIPS

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## **Thermostat**

The thermostat signals for the system to heat or cool your house. Thermostats are typically installed 4 ft above the floor to get an average of temperatures in that area.

- Thermostats do not control the temperature of the air coming out of the supply vents. Thermostat only control the on/off functions, and signal to shut the system down once the satisfied temperature has been met.
- There are 2 primary switches on the system – Mode (Cool/Off/Heat) and Fan (on/auto). It is recommended that you always leave fan in “auto”.
  - Fan “on” mode only moves air around the house, but does not condition the air.
  - Fan “auto” ensure that air is conditioned before it is delivered.
- Some systems have an additional mode labeled “emergency heat” or “auxiliary heat”. This mode is not an indicator that there is an problem, but rather an additional supporting function. This mode has 2 methods that would cause activation.
  - If the Heating unit for your home is a Heat Pump, and exterior temperature dropped below 40 degrees, some manufactures models send a signal for the auxiliary heat to activate. This triggers support through either an electric heater or gas heater to support the heating load.
  - The system can manually be put into “emergency/auxiliary heat”

## **Vents/Ducts**

Vents and ducts draw in and redistribute conditioned air throughout the home. The goal of the system is to draw some air from all conditioned spaces to keep a consistent circulation throughout the home. There are 2 types of vents: supply and return vents.

- Systems are designed to supply as much air as they draw in. Any blockage of a supply or return by a piece of furniture may cause failure of the HVAC system.
- Closing doors blocks the ability of system to draw air from a space, and may create stale areas, or over/under conditioned spaces.
- Some air can be dampened in rooms that require less air demand, but must never be fully closed. This can cause a build up of condensation.

## **Overall System**

There are several things that can be done to maximize the functionality of your HVAC system.

- Frequent filter changes – higher user load or pet load may increase required frequency
- Never run A/C while windows or door are open
- Maintain exclusion zones around HVAC equipment. Don't store items around the indoor or outdoor units, and keep grass maintained around outdoor unit.
- Keep pets away from outdoor unit. Chewing insulation, wires, or urinating on an outdoor unit can cause permanent damage.
- HVAC remove humidity from the air, and allow for that condensation to exit the system into a drain. Damages to this drain line, can result in water not arriving at its intended destination, and can leak onto floors. Please report any visible water observed.