

# 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. Thermostats 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” ensures 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 a 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 drops below 40 degrees, some manufacturers’ 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 systems 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 doors 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 the outdoor unit. Chewing insulation or wires, or urinating on an outdoor unit can cause permanent damage.
- HVAC systems 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 leaking onto floors. Please report any visible water observed.