



Maintenance Checklist

INDOOR MAINTENANCE CHECKLIST:

- Program your thermostat to prepare for the season.** If you have a programmable thermostat, adjust the seasonal thermostat settings to keep you comfortable, 24/7, while optimizing for energy efficiency. When you are home, the Department of Energy recommends setting your thermostat at 78 degrees during summer and 68 degrees during the winter. When away from home or sleeping, set your thermostat at an energy-saving setting like 80 degrees (summer) and 65 degrees (winter).
- Changing HVAC filters.** Your furnace and air conditioner have one centrally located filter and needs to be replaced on a regular basis. Dirty air filters reduce performance and increase energy costs.
- Keep clutter away from your HVAC unit.** Storing chemicals, like paint, near your furnace is a fire hazard and may also obstruct combustion air supply and lead to dangerous carbon monoxide production.
- Remove restrictions from registers and return air filter grilles.** When furniture, pet hair, and dust buildup are blocking parts of the ducting system, performance and efficiency suffer.
- Have your system inspected twice annually.** Living in a climate requiring year round heating and air conditioning operation should invest in a maintenance plan prior to the heating and cooling seasons. According to ENERGY STAR, a qualified Treasure Valley HVAC specialist should include the following during their maintenance visit:
 - Tightening electrical connections and measuring voltage.** Faulty connections are dangerous and can reduce equipment life.
 - Lubricate moving parts.** When equipment is properly lubricated, there is less motor friction, which improves system efficiency and reduces wear and tear.
 - Inspecting condensation drains.** Clogged drains can happen from freezing temperatures or improperly installed lines. Verify that the heating system's drain lines are operating properly.
 - Cleaning coils.** Over time, the evaporator coil can become covered with fine layers of dust and pet hair causing the heating system to work harder and overheat.
 - Checking ventilation functionality.** Improper vent operation can cause dangerous carbon monoxide gases to enter into conditioned space. It can also reduce energy efficiency.
 - Checking all gas connections, heat exchangers, and burner combustion operation.** Problems with gas connections can cause structural fires. Fractured heat exchangers can cause dangerous carbon monoxide to enter into the airflow inside the home.

OUTDOOR MAINTENANCE CHECKLIST:

- Trim shrubs and bushes away from outdoor unit.** Overgrown plants can obstruct your outdoor unit, forcing it to work harder while increasing utility bills. Keep the unit free and clear to optimize performance.
- Clean outdoor coils.** Condenser coils become clogged with cottonwood, grass clippings, and other dirt/debris reducing the airflow across the coil. Debris can generally be removed with a running water hose.
- Inspect electrical disconnect and breaker panel.** Panels can overheat and begin melting causing connections to become weak.