



# HVAC

## AIR CONDITIONER OPERATION & MAINTENANCE

As the weather turns warmer and we prepare to use our air conditioners to keep cool, here are some facts and tips we hope you will find useful.

### OPERATION

Make sure that your thermostat is set on “Cool” and “Auto”.

Do not turn your air conditioning off all day. Think about it this way, no one would turn off their heat on a really cold day, so why would you turn off the air? While no one wants to waste money, turning the air off all day, especially on really hot and humid days, will require the unit to work harder, and take hours to cool your house or apartment. A reasonable alternative would be to adjust your thermostat when leaving in the morning. Turning the temperature up to 78 or 79 will keep the air circulating; the humidity down, and will still feel cool to you when walking in from the outside on a 90-degree day. Once you're home, adjust to your needs.

Air conditioning does not provide “instant cooling”. Depending on the temperature, it could take several hours to cool.

Air conditioning units have their limits. If you live on the top floor of the building and the temperature outside is 90 degrees, the roof on top of you can be 130 degrees. When this occurs you may not be able to get the temperature down below 75- 77 degrees.

Use some common sense to keep the temperature down. During the day, block out as much of the sun as you can by closing shades and blinds. This alone could lower your temperature and electric bills. Make sure to turn all lights off when you leave since they produce heat.



## MAINTENANCE

All mechanical things require maintenance. We change the filters at the start of each heating and cooling season, but there are some basic things that all tenants should know.

Air conditioners remove moisture from the air and pump it down a drain. If you see wetness around the bottom of your unit, turn it off and put in a maintenance request. While fixing this problem is easy, repairing the water damage to the ceiling, walls and carpets or floors below you can be a large problem. This issue is most likely a clog in the drain of your unit, and the most common cause of this is lint from dryers, which are frequently located in the same utility closet. If this is the case in your apartment, it is essential that you keep the area clean.

### **If you believe that your air conditioner needs service, before contacting us:**

Please make sure you have reviewed the section above. This will help you either solve the problem or give you detailed information that would be useful to the maintenance department.

Check your circuit breakers. If they are not marked, it should be the double pole breaker. Turn it all the way off, and then on again.

Air conditioning is not considered an emergency. It requires service by trained HVAC professionals, who are only available during standard business hours. The maintenance staff that answers emergency calls will only go over the operations above. Please send in a maintenance request through your tenant portal. This will give us the opportunity to respond quickly the next morning. If you wait until after 9:00AM, you run the risk of additional delays in getting service completed.



## Service Charges

If there is a problem with your unit, there is no repair charge. However, if you did not follow the directions above, were not operating the system properly, refused access to service personnel, or if we find nothing wrong, you will be charged for the service call. Please follow the above directions to avoid this.