

Section 5: Operations/Maintenance Guidance for Equipment

It is required that the builder provide guidance for operating and maintaining the equipment in your home.

Maintenance Tips

- Residents are responsible for inspecting the filters in the air handler and air conditioner (“split system”) every month—contact management if filters need to be changed. Replacing filters as needs means the equipment will operate more efficiently, last longer and continue to effectively clean your indoor air. See Section 3 for details.
- Residents are responsible for cleaning the bathroom exhaust fan by removing the grille and vacuuming the interior of the unit with a dusting brush attachment. This will keep your indoor air cleaner and help the fan to operate more efficiently and last longer. See Section 3 for instructions.
- Check batteries in carbon monoxide alarms – notify management if these need to be replaced. Management checks annually.
- If replacing lighting, use only LED bulbs.
- Use power strips to reduce phantom loads from chargers, TV, etc.
- Set your thermostat as high as comfortably possible in the summer. The smaller the difference between the indoor and outdoor temperatures, the lower your overall cooling bill will be. Keep your house warmer than normal when you are away and lower the thermostat setting to 78°F only when you are at home and need cooling.
- Check that air intakes and exhaust fans are unobstructed – notify management if these need to be cleaned.
- Report leaks immediately to management in writing.