# Maximizing HVAC Efficiency

This playbook details a set of regular maintenance tasks and seasonal checks aimed at ensuring that your heating, ventilation, and air conditioning (HVAC) systems are functioning at their highest efficiency.

### Step 1: Filter Replacement

Check and replace the HVAC filters every 1-3 months to ensure proper airflow and efficiency. Dirty filters restrict airflow and increase energy usage.

### Step 2: Thermostat Settings

Adjust your thermostat settings seasonally. In summer, set it to a higher temperature when you are away, and in winter, set it lower when you are not at home to save energy.

### Step 3: Duct Inspection

Inspect ductwork at least annually for leaks, obstructions, and insulation issues. Seal any leaks with duct sealant, and make sure insulation is intact to maintain system efficiency.

### Step 4: Coil Cleaning

Ensure that the evaporator and condenser coils are cleaned annually. Dirty coils reduce the system's ability to cool or heat your home, leading to increased energy costs.

### Step 5: Clear Vents

Keep all vents and registers clear of obstructions such as furniture, curtains, and rugs to maintain steady airflow through the system.

### Step 6: System Check-Up

Schedule a professional HVAC system check-up annually. An expert will inspect your HVAC system for potential issues and perform any necessary adjustments to enhance its efficiency.

## General Notes

### Professional Service

Some maintenance tasks, such as checking refrigerant levels or electrical systems, should only be performed by qualified HVAC professionals.

### Energy Savings

These maintenance tasks can not only improve the efficiency and lifespan of your system but also contribute to significant energy savings over time.