

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.