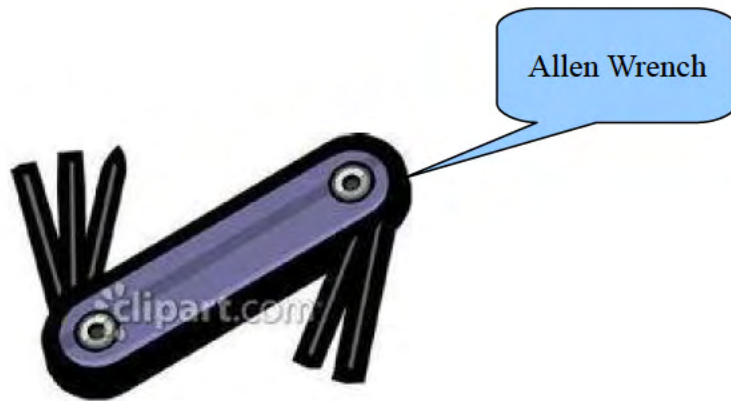
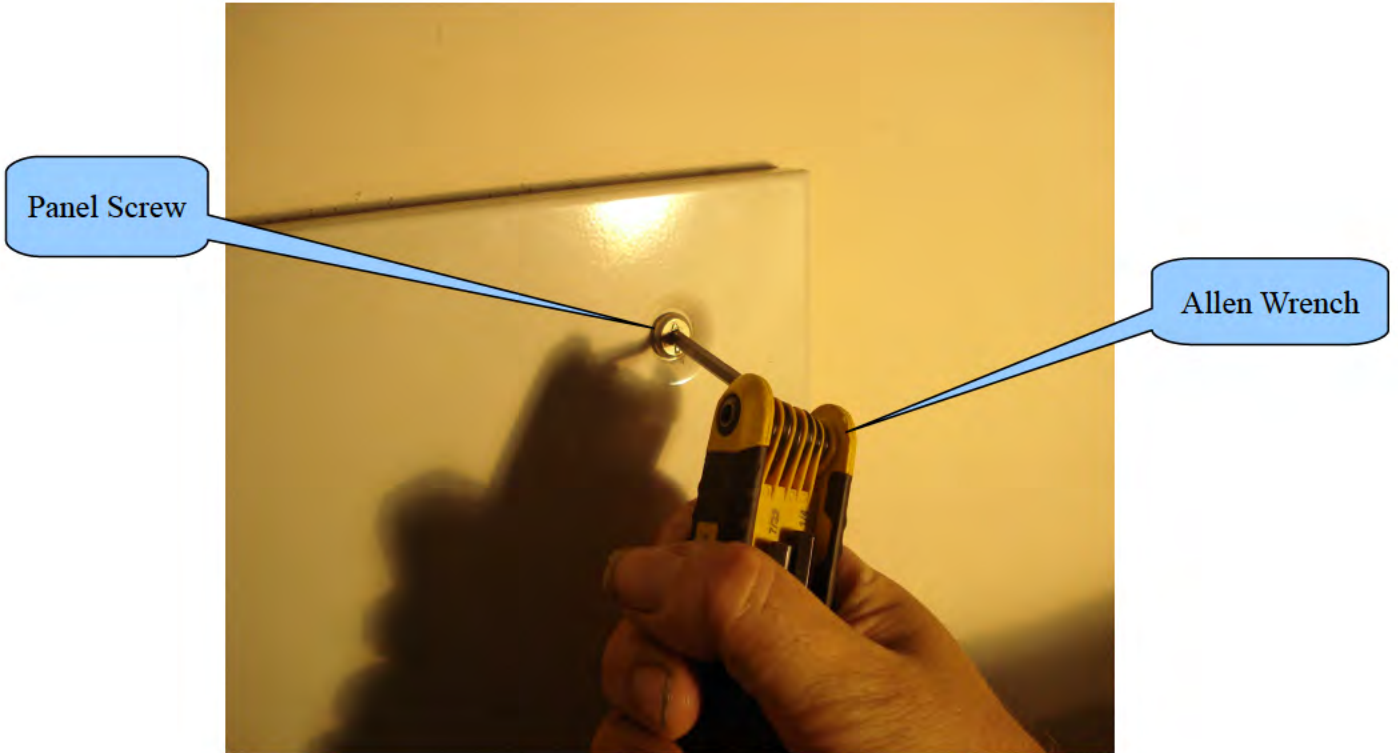


HVAC MAINTENANCE MANUAL

The purpose of this manual is to provide the proper steps to clean the inside of an HVAC unit. By keeping the inside of your HVAC unit clean and free of dust/lint, it will help prevent the condensation line from getting blocked and will allow condensation to drain properly.



Step 1: In order to remove the HVAC panel cover, you will need an Allen wrench (Size: 5/32). An Allen wrench can be purchased from any hardware store. Insert the Allen wrench into the panel screw and turn clockwise.



Step 2: Remove the HVAC cover and place it to the side. Please note of the wiring that connects from the back of the panel to the HVAC unit. Once the HVAC cover is removed, you will see the interior of the HVAC unit and filter.



The following photos are illustrations of a clogged HVAC filter with significant dust/lint build-up of an interior HVAC unit. Clogged filters and build up of dust/lint can block the condensation drain line which will cause a condensation catch pan to overflow thus damaging your unit and potentially neighboring units.



Clogged Filter



Dust lint build-up on back of HVAC panel



Dust/lint build-up on wall of HVAC unit

Condensation Catch Pan



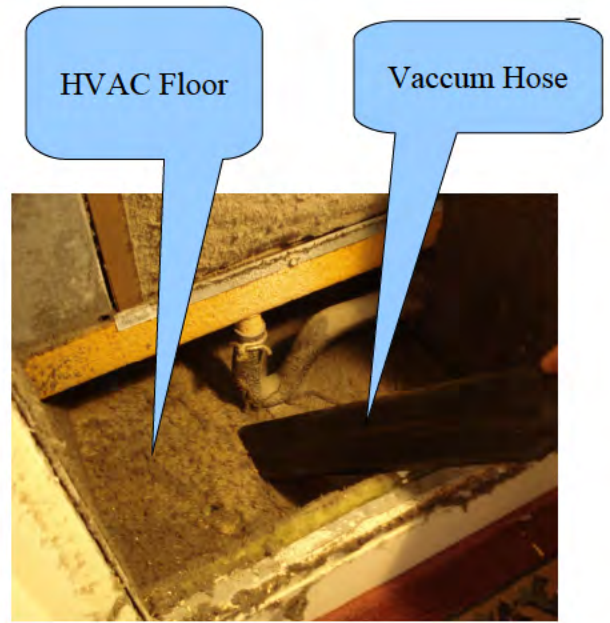
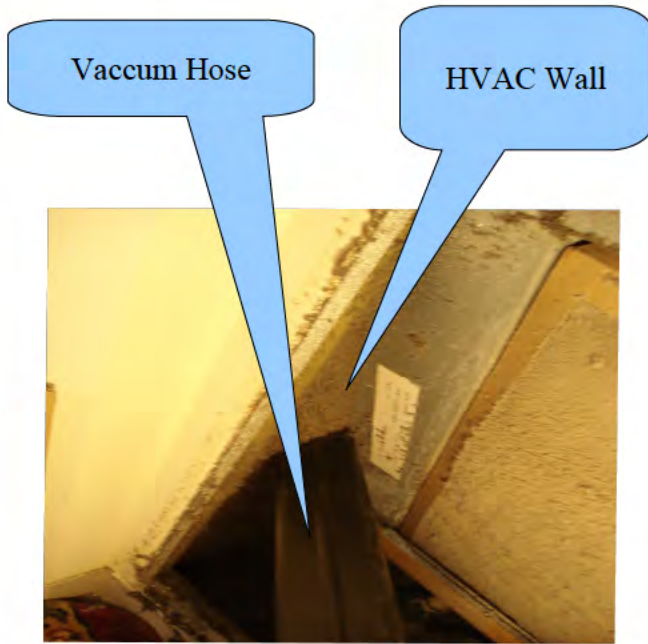
Dust/lint build-up on floor of HVAC unit

Step 3: Shut off the power switch to the HVAC unit.
Power On: Switch is flipped UP
Power Off: Switch is flipped DOWN



Power Switch

Step 4: Connect your vacuum hose to your vacuum cleaner and vacuum the interior walls, floor and panel of the HVAC units to remove all dust/lint build-up. B



Step 5: Vacuum the perimeter wall surrounding the HVAC cover opening.
Vacuum the air louvers of the HVAC cover.
Vacuum around the HVAC motor.



Perimeter wall around the HVAC unit.



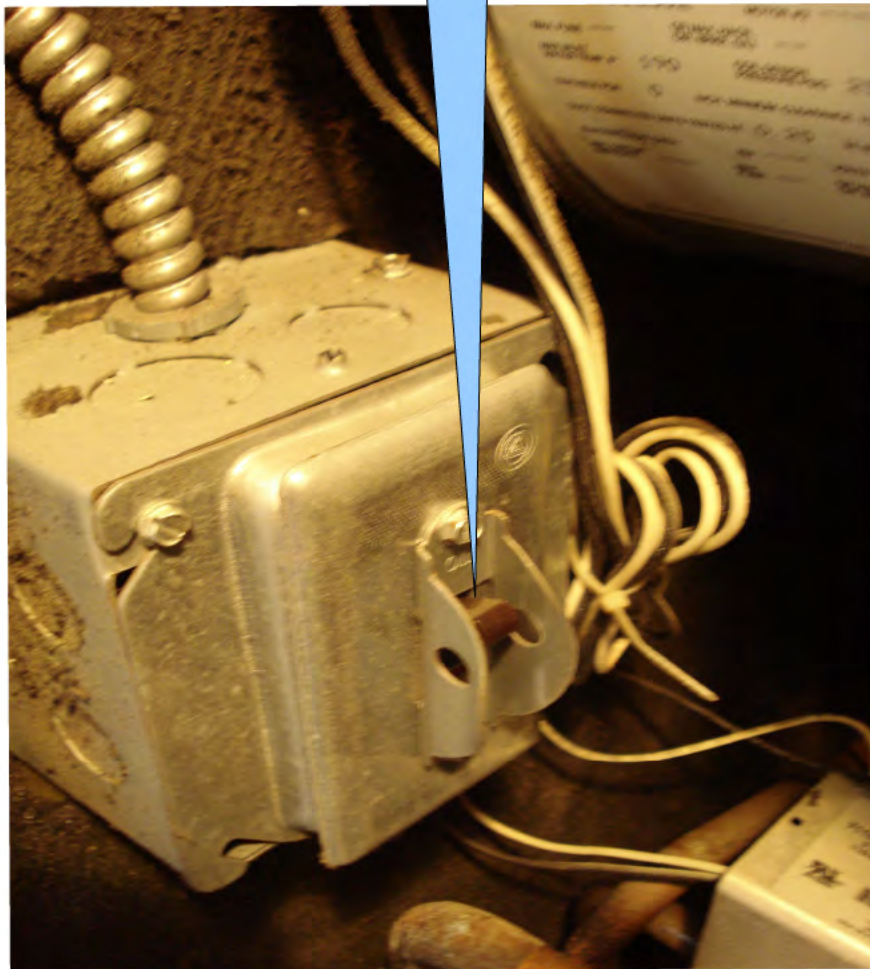
Air louvers of HVAC cover



HVAC motor

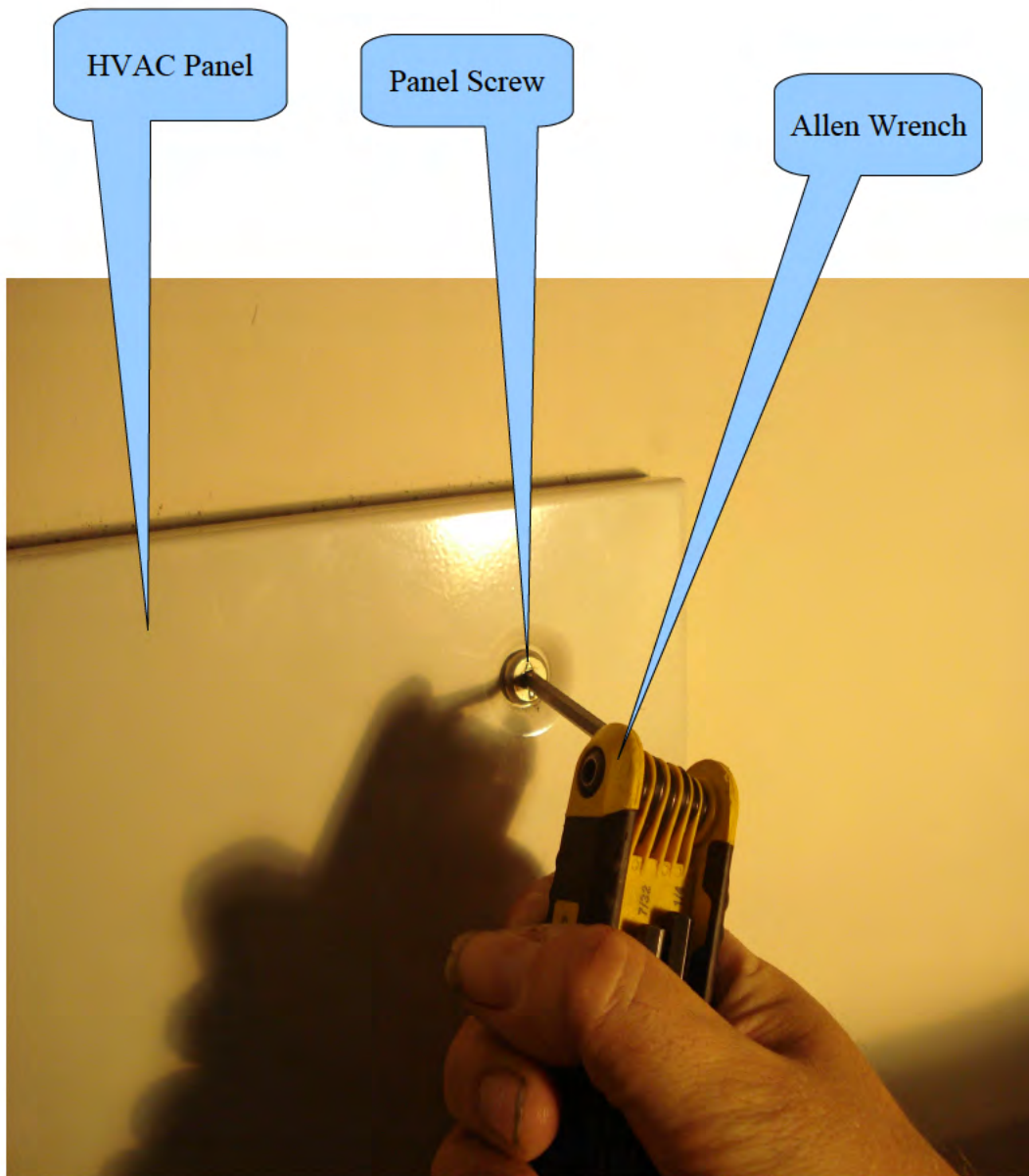
Step 6: Turn on the power switch to the HVAC unit.
Power On: Switch is flipped UP
Power Off: Switch is flipped DOWN

Power Switch



Step 7:

Place the HVAC panel cover back over the HVAC unit opening and install the two screws at the top of the panel by turning the screws until the arrow on the screw is pointed UP.



Step 8: Once the panel is back in its proper location, it should look like the photograph below.

