



Homeowners
Heating & Air Conditioning
Tips & Maintenance Manual

System Installed By:

Westpac Air Conditioning, Inc
1610 Maple
Corona, CA 92879
(909) 739-9501

Congratulations on the purchase of your new home.

Please take a few minutes to familiarize yourself with your new comfort system. Your new home has been equipped with a quality Heating and Cooling system. Here are some areas that you should become familiar with:

Below are some basic tips to keep your system running efficiently. However, these tips are not designed to replace the recommended bi-annual servicing by a licensed heating and air conditioning contractor. Here are some areas that you should become familiar with:

Inside Your Home

Filters - First and foremost, change your filters regularly, at least **every 60 days**. Southern California has a substantial amount of foreign particulate in the air. This dust, dirt and allergy matter will all end up in your filters and it doesn't take long for them to become clogged. Your system must circulate air freely and clogged filters will cause many operational and maintenance problems.



Never operate your system without filters! If you do, your evaporator coil will become clogged, requiring a service call by a licensed contractor.

Covering Ducts - Never allow furniture or other household contents to cover or restrict either supply or return air ducts. This is the same as a clogged filter and will cause operational and maintenance problems.



Thermostat Operation - Please be sure to read your owners manual. Your thermostat will allow you to adjust the temperature a minimum of 2 times per day. You can set the thermostat to your heating/cooling system to come on and bring your home to a comfortable temperature before you wake up, and also lower it at night when you are sleeping. We meet many customers who turn their thermostat "off & on" to regulate the temperature of their home. If you do this, stop! Your thermostat is an automatic device and by turning it off and on you bypass the normal sequence of start-up and shutdown of your system. This can cause damage to your equipment over the long run. And, if you think you're saving money on your energy bill, you're not. In fact, you can be costing yourself more money. Always regulate the temperature of your home by adjusting the temperature setting of your thermostat, not by turning it on and off. More information is available online at <http://yourhome.honeywell.com/Consumer/Cultures/en-US/Products/Thermostats/>

Adjusting Registers - If some rooms in your home are more comfortable than others, you may be able to overcome this by adjusting the dampers in your registers. Partially closing off the registers in rooms that get an abundance of air will force air to the rooms that don't receive enough air. However, you never want to close off more than 25% of the total registers in your system. Adjusting your registers at the beginning of the Heating and Cooling months is perfectly normal and recommended.

Outside Your Home

Obstructions - If your condenser unit is on the ground outside your home, never allow debris, grass, shrubs, or other stored items to restrict airflow through the finned coils. Never allow the fins to be bent over, also forming a restriction. This equipment circulates a large volume of air through it and this air is at the heart of the operation of your system. Hosing off the coils with your water hose will help keep them clean, although we recommend coils to be cleaned by a licensed contractor at least once a year.



Make sure outdoor unit remains level - Ground shifting or settling can cause an air conditioner or heat pump to sit in an uneven position. If this happens, re-level the unit to make sure water/moisture drains from the cabinet properly. It is recommended you check this before every cooling season.

Before The Heating Season

Set the thermostat on "HEAT" and move the temperature setting above room temperature: Listen for any unusual sounds and make sure warm air is blowing from the registers. If you suspect any problems call a licensed contractor to schedule the repair.

Before The Cooling Season

Set the thermostat on "COOL" and move the temperature setting below room temperature: Listen for any unusual sounds and make sure cool air is blowing from the registers. If you suspect any problems call a licensed contractor to schedule the repair.

Before you call for service

The following is a checklist of things you can check prior to calling your licensed contractor for service. If neither the maintenance tips above nor the troubleshooting checklist below corrects the problem, you will need to contact your local contractor for service. Please write down the model and serial number of your air conditioner or heat pump and your furnace or blower coil.

1. Check to see that electrical disconnect switches are ON.
2. Make sure the thermostat temperature selector is properly set.
3. The thermostat system switch should be in the on position.
4. Replace any blown fuses or reset "tripped" circuit breakers.
5. Make sure unit access panels are in place.
6. Clean or replace air filter (every 60 days).
7. If you detect any water leakage, turn off your system at the thermostat immediately. Contact your builders Customer Service Representative.

Energy Tips

Here are some energy savings tips that can save you money on your power bill.

- Close drapes & shades in summer to keep out radiant heat from the sun, particularly east/west exposures. Open them in winter.
- Close off vents in unoccupied rooms but not to exceed 25% of the vents in the system.
- Check the ductwork in your attic. Leaks can develop and sealing ducts can help reduce energy costs.
- Check attic ventilation. Be certain it's adequate.
- Caulk windows and doors to prevent drafts.
- Avoid opening doors/windows during peak temperatures of the day/night.
- Avoid operating heat-producing appliances such as dishwashers/dryers during occupied hours in the summer. Save it for when you're away or at night.
- Check your insulation to be certain it's adequate.
- Turn the thermostat temperature up/down when you're away or when sleeping. Better yet have us install a setback thermostat.
- Have your system inspected and tuned by a service professional annually. Losses from poorly maintained systems can accumulate at 2% a year or more.