



DECEMBER

FURNACES

- Unplug or turn-off the furnace during service.
- Newer furnace systems need no lubrication.
- Clean or replace filters. Filters and their access panels should be close fitting so air passes through the filter and not around it. HEPA filters clog quickly and require changes more frequently.
- Replace de-humidifier cores on an annual basis if your home is equipped with one.
- Vacuum interior of unit and interior of filter box when filter is removed.
- Check flue and connections for obstructions, cracks and damage.
- Test for gas supply leaks using soap water or “sniffer” instrument.
- Check all electrical connections.
- Check safety controls, usually a switch connected to the service panel.
- Check fan control and fan operation.
- Change batteries in thermostat and clean housing and contacts.
- Check ignition system and observe burner flames.
- Test operation of unit by cycling thermostat.
- Check and clean any condensate drains and traps. Refill trap after cleaning.
- Every 5 years replace the ignitor on a proactive basis, prior to failure.
- Expected furnace life is twenty years. Replace prior to failure.

MINI-SPLIT AND HEAT PUMP SYSTEMS

- 1x per week:** In winter, when used for heating, inspect the system for ice and snow accumulation. Promptly remove any that you see.
- 1x per month:** Clean the interior unit.
- 4x per year:** Clean the air filter. Some models of ductless mini systems also offer indoor-air quality components that may need to be cleaned.

- 4x per year:** Clean the cooling coil. The coil provides dehumidification, as well as cooling, which creates condensation. Check and clean the drain and inspect for any signs of mold and mildew around the components. If you do spot mold, the system will need a deep cleaning and treatment of the coil to prevent further contamination.

DUCTING

- Run furnace/AC and check for even air flows and temperatures to all rooms. Balancing the heat distribution evenly to all rooms is important and should be referred to a professional.
- Inspect length of distribution ducts and cold air returns for leaks and crushed or disconnected sections.
- Remove heat registers and vacuum out debris and dust to arms-length. Clean and return any lost toys to proper owner. Register should have louvers that can adjust or close.
- Seal any gaps between floor register boot and floor framing with sealant tape to keep crawlspace air, insects and rodents out of the living area.
- Check walls around heat registers for soot which would indicate the need to change filters more often. Adjust filter schedule as needed. Always have additional clean filters available.
- Dark stains on duct insulation is caused by air leaks in the duct joints. For maximum efficiency ducting should be fully sealed and leak free over its entire length.
- Keep furnace filters properly installed and frequently serviced to help prevent dust build up inside the duct system. Removal of dust in the ductwork is difficult and expensive.

BASEBOARD and WALL HEATERS

- Check and clean thermostat and change batteries.
- Remove cover and vacuum dust from radiator fins.
- Cycle unit on and off.
- Check gas supply for leaks and combustion area for cracks.
- On gas fired units, inspect flue termination to ensure no blockage.

BOILERS and RADIANT HEATING

- Inspect for rust and leaks.
- Cycle circulation pump.
- Inspect drain water for rust indicating presence of air.
- Check burner for good flame. Color should be blue with little to no yellow flame.
- Follow specific manufacturers service recommendations.
- Radiant heating systems should be serviced annually by a trained specialist.

OUTLETS, LIGHTING and SWITCHES

- Tighten loose cover plates as needed.
- Test all switches and run dimmers through full range of motion. Replace as necessary.
- Test all Ground Fault Circuit Interrupters. Replace as necessary. Replace GFCI's every five years prior to failure.
- Clean webs and dust from the surface of light fixtures
- Test all light fixtures and replace bulbs as needed.
- Check all exterior waterproof outlets and cover plates. Repair as necessary.

GAS LEAK TESTING

- Check gas supply lines by sniff test around all gas-fired appliances while operating (water heater, dryer, cook tops, ovens, fireplaces etc.). Report suspected leaks or strong odors to gas utility.

SMOKE DETECTORS

- Clean housings annually.
- Test unit quarterly and replace batteries as needed.
- Replace any older units with new models with ten year expected life.

CARBON MONOXIDE DETECTORS

- Clean housings annually.
- Test quarterly and recommend replacement as needed.
- Replace any older units with new models with ten year expected life.