

*Seasonal furnace maintenance is important to protect your heating and cooling system and ensure it is working properly and efficiently.*

# SEASONAL FURNACE MAINTENANCE CHECKLIST

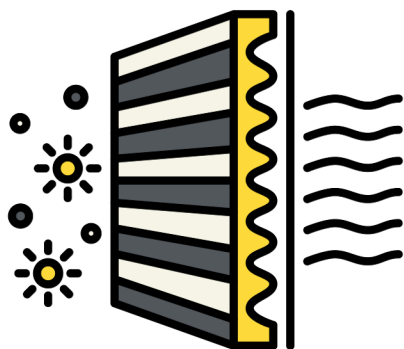
Get started with this easy to follow checklist.

## STEP 1



### Maintain a clean filter at all times.

- It is best to check and change your disposable filters every 1-3 months
- Clean re-usable filters every month



## STEP 2



### Keep all vents in your home clean and clear of any debris from blocking the air vents.

Clean the vents regularly by dusting and vacuuming them to maintain the air quality in your home.

## STEP 3



### Check your Smoke & Carbon Monoxide detectors.

This part of your maintenance plan is crucial for home safety and avoiding emergencies.

- Test the alarms regularly to ensure they are working properly
- Clean and dust them monthly
- Change batteries every 6 months
- Replace smoke detectors that are more than 10 Years old
- Replace CO detectors every 5 years

## STEP 4



### Check the thermostat to ensure it is in working order.

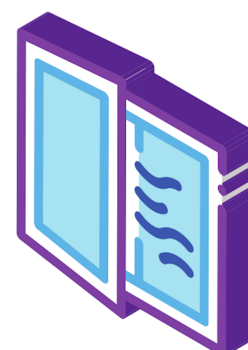
Check if batteries are ok, dust and clean periodically

## STEP 5



### Be mindful of drafts in your home.

- Seal and caulk any cracks or gaps to prevent the warm air from escaping and allow cold air to come in
- Keep windows and doors shut as much as possible and lock windows for a tight seal.



## STEP 6



### Do not ignore warning signs.

If you notice any of the following contact your HVAC service technician right away.

- Increase in your utility Bills; this could be your furnace is working harder due to an issue
- Strange sounds; which could be a result of a mechanical issue
- Strange Smells; which could be electrical issues
- Poor Indoor air quality
- Yellow or Flickering could be a sign of a CO leak

