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Air Conditioner Maintenance  
and Troubleshooting Guide

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# Air Conditioner Maintenance and Troubleshooting Guide

## Clean Your Air Conditioner Condensing Unit

- Turn your thermostat off.
- Go outside and clean your condensing unit off with a garden hose for about TWO (2) minutes or until any debris washes off. Let it dry for about TEN (10) minutes then turn your thermostat back on. The idea is that you want to keep the coils dirt-free. You don't have to take the air conditioner apart.
- This step is especially important if you are near a cottonwood tree.

## Always Keep Your Furnace Filter Clean (Both Summer And Winter)

- We recommend that you check it every month. A dirty filter will not allow air to flow freely.
- Hold the filter up to the light or sunlight to see if it is dirty and needs changing.

## If You Have a Digital Thermostat, Check Your Batteries

- If the batteries in your digital thermostat are low, it won't call for your air conditioner to come on.
- Normal battery replacement schedule is every TWO (2) years.

## Check If You Need Freon

- To check if you need Freon, check the temperature of the large copper line coming from your air conditioning unit into the house. Perform the check on a warm day (over 80°F) after the air conditioner has been running for five (5) minutes.
- If the line is cold you are fine, but if it is warm you probably need a Freon charge.

## Check Your Fuses and/or Circuit Breaker

- If your unit won't come on, check your fuses and/or circuit breaker.

## Registers

- Keep the basement supply registers CLOSED in the summer.



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## If You Have Interruptible Electric Service

- During hot weather (above 90°F) if you have interruptible electric for your air conditioner, and it is during the off cycle, the little red light will come on outside near the meter.

## Thermostat Temperature

- Be sure NEVER to set the thermostat below 70°F, and if the weather outside drops below 60°F your air conditioner should not be on. Your system was not designed to run under these conditions.

## Turn Off Humidifier

- If you have a humidifier the bypass damper should be closed (or in the "summer" position) and the humidistat turned off.

## Wait To Turn Your Air Conditioner Back On

- Anytime the air conditioning unit is running and then is switched off, or cycles off during normal operation, you should always wait Five (5) minutes before attempting to turn it back on.
- If you turn it on too soon it can blow your fuses, your breaker, or damage your equipment.

## Do Not Cover the Entire Unit During the Winter

- If you cover your air conditioning unit in the winter (when not in use) do not cover the entire unit; leave at least 12" of the bottom of condenser coil exposed which allows it to breath.

## Disconnect Power in the Winter

- In the winter we suggest disconnecting the power to the air conditioning unit. Either turn off the breaker, if you have one, or remove the pullout fuse located beside your unit outside on your house.
- Disconnecting the power prevents any possible air conditioner use during winter and saves a small amount of electricity.
- If you disconnect the power remember that in the spring you should re-energize the unit for one full day before using it.

## Bleach Your Condensate Pump

- If you have a condensate pump put a cup of bleach in the pump once a month.



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