

HVAC Maintenance Cheat Sheet

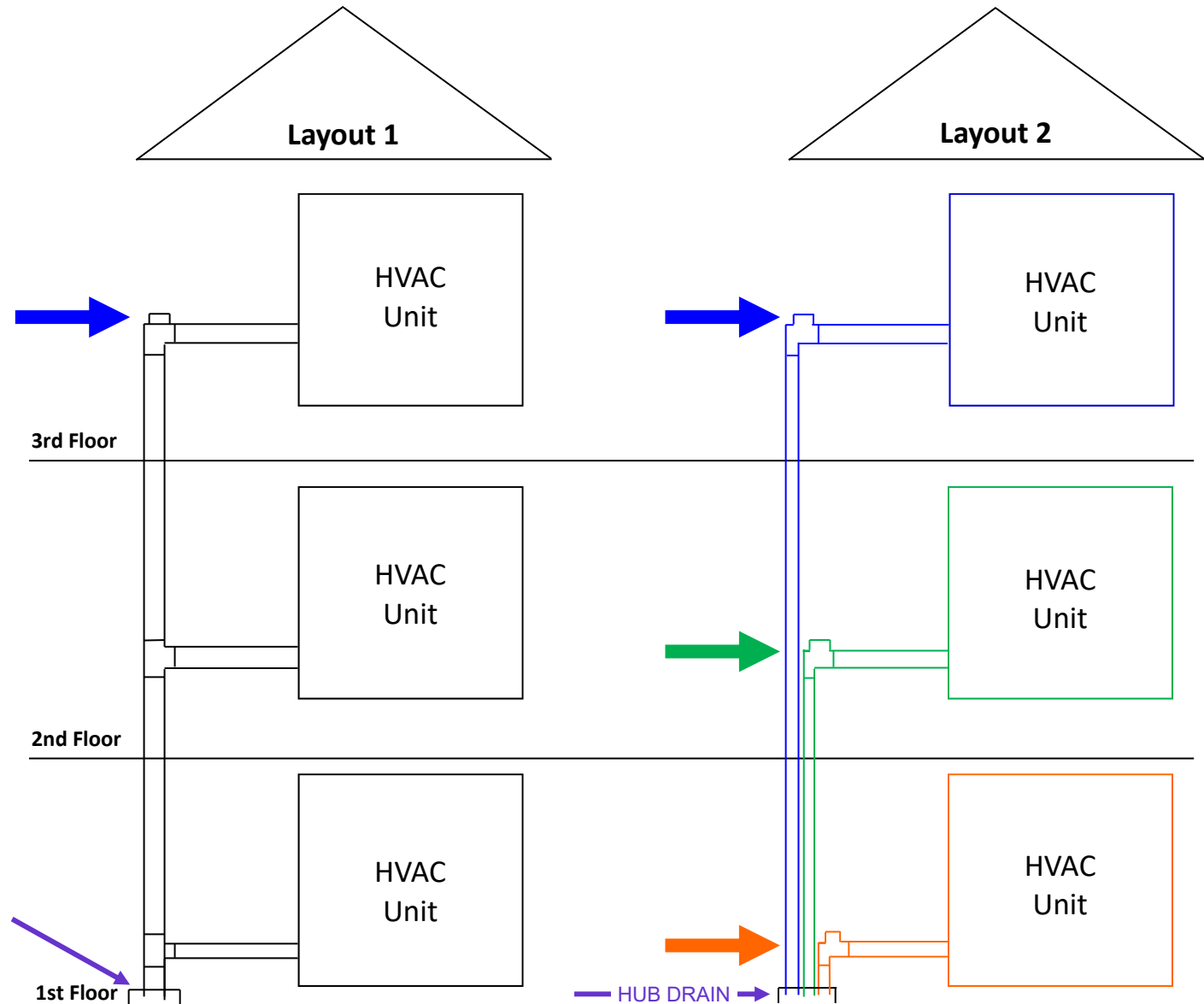
1 **Change your filter regularly.** Your filter should display the maximum number of days that it will remain effective.

2 **Maintain the condensation line.** This is the upper opening of the A/C Condensation line. **All top floor residents have this opening, but some residents on the 1st and 2nd floors may have this opening as well.** You can keep the line from getting clogged by pouring bleach down the drain on a monthly basis. Alternatively, you can place chlorine tablets down the drain to keep it clear.

3 **Schedule HVAC maintenance as suggested by the manufacturer.** Not only will this extend the life of your unit, but it will also help ensure that your unit is working efficiently. Letting a pan catch your leaks may seem like a good idea now, but overflowing water can damage the unit below and cause mold if undetected.

4 **Check your A/C closet.** If there's a problem with the other units in your stack you may see mildew or notice a leak. Bottom floor residents may see water bubbling from the **hub drain**, which directs water from all the units.

If your property is vacant, have someone check in on it periodically to check for any damage.



The Bottom Line: Water damage that occurs due to a lack of maintenance will be charged back to the homeowner. Let's all be good neighbors and make sure that we maintain our HVAC units so that we don't damage our neighbor's homes.