

## Heating and Air Conditioning Agreement

1. Do not turn your heat or air conditioning way down or off when leaving for the day. If you allow your home to heat up or cool down more than 5 –8 degrees you will use MORE electricity, bringing the temperature back to the desired level....AND, IT MAY COST YOU MORE. Remember peak demand hours are 6 to 9 am and pm. The greater the adjustment to your thermostat, the greater the cost to you.
2. Monthly filter changes will save as much as 5% on your electric bill. If you have no filter or dirty filters, the indoor coil gets dirty, algae and mildew grow and air flow is restricted. This means the unit runs longer.
3. Emergency heat setting on the thermostat is exactly that. Should the heat pump fail, you have back-up electric heat. When you set your thermostat in Emergency or Auxiliary heat, you are by-passing the heat pump and using only electric.
4. Notice the blue light coming on when the heat comes on? The blue light indicates that your system has called for back-up heat from the heat strips. Your blue light will come on when:
  - a. You adjust the thermostat 3 or more degrees. When the heat pump runs long enough to balance the pressures in the system, the blue light will go off (heat strips drop out) and the heat pump will carry the entire load.
  - b. When the outdoor unit goes into defrost, the blue light comes on because the unit is actually in cooling for approximately five minutes until the outdoor coil defrosts completely. The heat strips temper the cold air during this time.
  - c. If it is very cold the electric heat will cycle on to back up the heat pump, as the thermostat calls for it. If the blue light stays on all the time, you should call for service.
5. You may notice white smoke coming out of the unit outdoors in the winter. This is normal. It is the unit defrosting itself. If you see black smoke, turn the unit off! Something has burned or is burning.
6. The area around the outdoor unit will be wet in the winter. It is from defrosting.
7. In the summer months, when you are running the A/C, you will notice water running through white PVC lines to the exterior of the house. This is the humidity being removed from the house.
8. There are some power fluctuations on Hilton Head. Anytime your unit is not running, you should check your breaker panel first!
9. If you have water drip from the ceiling around the indoor unit in the summer months, you should turn the unit off and call for service. The water will stop running when the unit is stopped.
10. In weather when heating or cooling is not needed, you may want to put your fan switch in the “on” position. This will circulate air throughout the house. In normal operation, the fan should be in the “auto” position.
11. Tenant is responsible for **changing the air conditioning filter every three months**. Failure to do so may result in a charge generated by a heating and air conditioning company for this service. **X** \_\_\_\_\_

Tenant **X** \_\_\_\_\_  
**X** \_\_\_\_\_