



HEATING TIPS

- 1.** Change the air filter in your equipment at least once every three months. A dirty filter will make your equipment work harder than it should.
- 2.** The optimum setting for cost savings is 70°F. It has been estimated that with each degree of temperature you move your thermostat past this mark (whether to a warmer or cooler setting) you add an extra 5% to your energy bill. To help keep your thermostat at the desired 70°F temperature, consider purchasing a programmable thermostat. The average homeowner can save \$150 a year by using pre-programmed settings while at home, away from home, and when sleeping.
- 3.** Turn your thermostat to only the exact temperature you desire. Contrary to popular belief, turning your thermostat drastically up or down will not help it reach the desired temperature faster, in fact it could result in excessive heating and therefore unnecessary expense. Remember, when it comes to heating and cooling, ON is ON.
- 4.** Never turn your thermostat below 68°F. Any setting below this runs the risk of freezing your furnace's evaporator coil as well as damaging the compressor.
- 5.** To ensure that a draft won't influence your thermostat reading, check the thermostat wire entry point. If necessary, apply caulk to fill in any holes.
- 6.** Use kitchen, bath and other ventilating fans wisely. In just one hour, these fans can pull out a houseful of warm air. Turn fans off as soon as they have done the job.
- 7.** Keep draperies and shades open on south-facing windows during the heating season to allow sunlight to enter your home; close them at night to reduce the chill you may feel from cold windows.
- 8.** Close an unoccupied room that is isolated from the rest of the house, such as in a corner, and turn down the thermostat or turn off the heating for that room or zone. Do not, however, turn the heating off if it adversely affects the rest of your system.
- 9.** Clear away any obstruction from your supply vents, registers, return grills, baseboards, and radiators. This includes drapes, furniture, carpeting, and dust (simply use a vacuum to remove dust). Also, check your furnace's outdoor ventilation area (intake and exhaust) to ensure unobstructed airflow. Proper sealing and insulation around ductwork can improve efficiency and save up to 20% on your utility bill.
- 10.** Make sure your ducts are leak-proof. Check the connections at vents and registers to ensure that they are well-sealed where they meet the floors, walls, and ceiling. Seal any air leaks using mastic sealant or metal tape—remember, never use duct tape as it is not long-lasting!



COOLING TIPS

- 1.** Set your thermostat as high as comfortably possible in the summer. The less difference between the indoor and outdoor temperatures, the lower your overall cooling bill will be.
- 2.** Turn your thermostat to only the exact cooling temperature you desire. Contrary to popular belief, turning your thermostat drastically up or down will not help it reach the desired temperature faster, in fact it could result in excessive cooling and therefore unnecessary expense. Remember, when it comes to heating and cooling, ON is ON.
- 3.** Don't place lamps or TV sets near your air-conditioning thermostat.
- 4.** Plant trees or shrubs to shade air-conditioning units but not to block the airflow. A unit operating in the shade uses as much as 10% less electricity than the same one operating in the sun.
- 5.** Consider purchasing a programmable thermostat. The average homeowner can save \$150 a year by using pre-programmed settings while at home, away from home, and when sleeping.
- 6.** A bigger room air-conditioning unit won't necessarily make you feel more comfortable during the hot summer months. In fact, a room air conditioner that's too big for the area it is supposed to cool will perform less efficiently and less effectively than a smaller, properly sized unit. This is because room units work better if they run for relatively long periods of time than if they are continually, switching off and on. Longer run times allow air conditioners to maintain a more constant room temperature. Running longer also allows them to remove a larger amount of moisture from the air, which lowers humidity and, more importantly, makes you feel more comfortable.
- 7.** Use house fans wisely. House fans help cool your home by pulling cool air through the house and exhausting warm air through the attic. They are more effective when operated at night when the outside air temperature is cooler than the inside. Also, use ventilating fans wisely (such as in your kitchen and bath). In just one hour, these fans can pull out a houseful of cooled air. Turn ventilating fans off as soon as they have done the job.
- 8.** Set the fan speed on high except in humid weather. When it's humid set the fan speed on low. You'll get better cooling.
- 9.** Consider ceiling fans to spread cooled air more effectively through your home without greatly increasing power use.
- 10.** To save on energy costs in the summer season, try using tinted shades or sun shields. Heat radiating through your windows can be one of the biggest contributors to the rise in temperature inside your home or business. At the very least, be sure to close all curtains and blinds while you are away so that your home is not being unnecessarily heated.
- 11.** Clear away any obstruction from your supply vents. This includes drapes, furniture, carpeting, and dust (simply use a vacuum to remove dust). Also, check your outdoor ventilation area (intake and exhaust) to ensure unobstructed airflow. Proper sealing and insulation around ductwork can improve efficiency and save up to 20% on your utility bill.
- 12.** Make sure your ducts are leak-proof. Check the connections at vents and registers to ensure that they are well sealed where they meet the floors, walls, and ceiling. Seal any air leaks using mastic sealant or metal tape – remember, never use duct tape as it is not long lasting!