

# BEFORE YOU CALL FOR SERVICE

Easy HVAC Troubleshooting Checklist for Homeowners



Before scheduling a service visit, run through these quick checks. Many common heating and cooling issues come down to simple settings or minor maintenance tasks you can safely address yourself in just a few minutes!

## 1. UNIVERSAL BASICS (ALL SYSTEMS)

### Thermostat

- ✓ **Mode:** Set to **Cool** in summer or **Heat** in winter.
- ✓ **Set Point:** Set temperature **3 to 5 degrees** beyond current room temperature.
- ✓ **Display:** If screen is blank, replace the batteries.

### Air Filter

- ✓ **Airflow Check:** Clogged filters restrict airflow and cause coils to freeze or furnaces to overheat.
- ✓ **Inspection:** If filter looks dark, dusty, or clogged, replace it immediately.

### Power Supply

- ✓ **Breaker Panel:** Ensure breakers for indoor and outdoor units haven't tripped.
- ✓ **Unit Switch:** Verify the standard toggle switch near indoor unit is turned **ON**.

## 2. EQUIPMENT-SPECIFIC QUICK-CHECKS

### Gas Furnaces

- ✓ **Emergency Shut-Off Switch:** Ensure the toggle switch on or near the furnace is flipped to **ON**.
- ✓ **Blower Door Panel:** Verify main access door is shut tight; safety switch prevents operation if loose.
- ✓ **Gas Supply Valve:** Ensure manual gas valve handle is parallel to the gas pipe (Open).

### Central Air Conditioners

- ✓ **Outdoor Disconnect:** Ensure outdoor shut-off box near condenser unit hasn't been switched off.
- ✓ **Clearance:** Keep plants, leaves, and debris at least **2 feet away** from outdoor unit.
- ✓ **Condensate Drain:** Clear clogged drain lines; triggered safety float switches automatically shut down system.

### Electric Air Handlers

- ✓ **Dual Breakers:** Ensure both breakers (blower fan & heating elements) are in **ON** position.
- ✓ **Vent Clearance:** Check that supply vents and return grilles aren't blocked by furniture or drapes.

### Heat Pumps

- ✓ **Defrost Operation:** Brief warm air/steam outside in cold weather is normal automatic defrosting.
- ✓ **Outdoor Clearances:** Keep snow, ice, and fallen debris clear from around base of outdoor unit.
- ✓ **Auxiliary Heat:** In extreme cold, verify thermostat has engaged "Auxiliary Heat" mode.

Still Not Running Properly?

**CALL (901) 794-3074**