

DO IT YOURSELF HOME COMFORT TIPS

1. Have your gas appliances checked regularly. Do not wait until the heating season to arrive to do this. Have checkups done in the summer.

2. CHANGE AND CLEAN YOUR FILTERS REGULARLY
Filters allow clean air to mix with natural gas so that energy is produced efficiently and cleanly. Dirty filters on the furnace will increase heating costs because the furnace is not running efficiently. These will also reduce the life of your appliances.
 - Check disposable filters once a month and replace them every two months during the heating and cooling season.
 - Wash and rinse permanent filters every two months.
 - Clean electronic air filters every two months.

3. EXAMINE THE FAN
 - **Always turn off the electric power first.**
 - Make sure the fins on the blower are clean. Make sure the fan housing is clean.

4. CHECK THE HUMIDIFIER
If your home has the proper humidity during the summer cooling season and the winter heating season, it is more comfortable. Also energy costs will be less.
 - Clean your humidifier regularly...at least once every two months.
 - Replace the pad once a year.

5. KEEP THE AREA CLEAN
 - Never store chemicals, chlorine, paint thinners or gasoline in the furnace room.
 - If you are using these chemicals in the room, turn the power off to the appliance while working with the chemicals and open up windows during and after use. When fumes have dissipated, you can turn the power back on to the appliance.
 - Keep an area of at least two feet around the furnace clear to ensure a free flow of air to the furnace.
 - Never completely close off the furnace room with walls and solid doors.

6. KEEP HEATING AREAS CLEAN
 - Keep return air grilles, hot air registers, radiators and space heaters clear of furniture, rugs and drapes so that air can move freely.

7. SEAL FURNACE DUCTS
 - Ensure more heated or cooled air is reaching its destination and not leaking, by sealing accessible furnace duct seams with duct tape.