

HVAC Tips



Air Conditioning

Your heating and air conditioning unit is located in your home (air handler) as well as outside your apartment on the ground level (condenser) and is controlled by the thermostat on the living room wall. Please follow these tips for maximum AC efficiency:

- 1 It's important to change your filter each month. This helps your air conditioner run its best and prevents damage to the unit. Any easy way to remember this is to set a reminder on the first when you pay your rent. Filters are available for free in the Rental Office!
- 2 Close all windows and doors while running your air conditioner.
- 3 Keep blinds closed during peak sun hours — especially if you're not home.
- 4 During the summer, keep the air conditioner running (at a setting of 78 degrees or lower) for circulation, even when you are gone for extended periods of time.
- 5 Report leaks to the Rental Office immediately. Leaks coming from your HVAC system can cause excessive damage to your home or the apartment below you very quickly!

Heat

The following tips will help keep your home comfortable during the colder months:

- 1 Set the systems controls in the heat and auto fan positions.
- 2 Keep the thermostat at a comfortable setting (68–75 degrees).
- 3 Do not set the heat below 50 degrees or turn the unit off during the winter.
- 4 Close and latch all windows and check doors for any drafts. **Never open your windows or patio doors when the outside temperatures are below freezing.**
- 5 Change your filter once a month for maximum efficiency (new filters can be picked up for free in the Rental Office or replaced by the maintenance team upon request).

We're Here To Help!

If you've gone through these steps and think your air conditioner or heat is still not working correctly, please contact the Rental Office or submit an [online request](#) and we'll have the maintenance team over to assist! Please note that there are times when it is unsafe to repair an outdoor HVAC unit. Maintenance requests will be managed according to the weather and time of day.