

# Air Conditioner Tips



Remember, your air conditioner might be small, but it's got a mighty job to do. An air conditioner can cool the air in your apartment to approximately 10 - 15 degrees below the outside air temperature. Just give it a few hours after starting to work its magic!

- 1 Remove the white, plastic air conditioner cover and place it in your storage locker or a closet. The covers can be cleaned with warm, soapy water.
- 2 Close and latch all windows and patio doors.
- 3 Keep window coverings closed during peak sun hours, especially if you are not home.
- 4 Remove and rinse the filter at least every two weeks.
- 5 Turn the air exchange knob to the closed position. The open position pulls in air from the outside (note: some ACs do not have this knob). Energy Saver models will automatically fluctuate temperatures.
- 6 Turn the selector dial to high cool at first (if desired) and then switch it to low cool.
- 7 To ensure a cool apartment when you get home, set the unit on high cool and let it run all day, setting the thermostat temperature a little higher than when home. It won't use a lot of energy but will keep out the humidity.

- 8 When the outside temperature falls below 55 degrees (at night or if your air conditioner is in the shade), your unit may automatically shut down. If this happens, just turn it off and restart it when the temperature changes.

- 9 Keep your air conditioner remote (if provided) in safe place to prevent loss. Remember that lost remotes are assessed a fee. To prevent inaccurate temperature readings, do not store the remote close to the AC unit. If you need a battery for the remote or help replacing the battery, let us know!

If you've gone through these steps and think your air conditioner is still not cooling correctly, please contact the Rental Office or submit an [online request](#) and we'll have the maintenance team over to assist!

**Note:** Different air conditioners may require different procedures. Refer to the manufacture recommendations or call the Rental Office if you have any questions or maintenance requests.