

# J. A. Smith

Heating and Air Conditioning, Inc.

360 Patricia Drive

Warminster, Pa. 18974-2838

(215) 956-9400 fax (215) 672-5116

E-mail [info@jasmithheating.com](mailto:info@jasmithheating.com) [www.jasmithheating.com](http://www.jasmithheating.com)

## Heating & Air Conditioning Operating Instructions & Warranty information

**Warranty: Your new system is warranted 1 year against any defect including all parts and labor. In addition, your system has been registered with the manufacturer for a 10 year parts warranty ( includes 1<sup>st</sup> year). Just call our service number 215-956-9400**

**Note: You MUST have spring and fall pre season checks performed each year by us or this warranty reverts to a 5 year parts warranty.**

### A) Most important for efficient operation:

- 1). Avoid frequent thermostat adjustments, especially during the summer. Recommended fan setting is "ON".
- 2) Keep a clean filter. We recommend filter be changed or cleaned once a month.
- 3) System MUST be checked every spring and fall by one of our qualified mechanics.
- 4) **NOTE!;** All central air conditioners must be run continuously once the weather is warm enough to need air conditioning. To avoid high operating costs, and condensation on/ inside the ductwork and registers, central units cannot be run like window air conditioners and be shut down at nights or unoccupied periods or you will risk condensation damage. Its best to turn it on and leave it on and keep all windows/ doors shut. It is OK to raise the temperature to reduce the run time. Note: Condensation will form on the ductwork for up to 24 hours the first time any system is turned on. This is normal and it will go away when the unit has run long enough to reduce the humidity. You should turn on the air conditioning any time the outdoor temperature is over 80 degrees OR if the outdoor humidity goes over 60% RH during the summer months.
- 5) Temperatures in living areas will normally be within 2 degrees of the thermostat set point when the unit is operated normally. Utility and non living areas (closets, foyers, basements, etc. may vary more than 2 degrees)

### B) MAINTENANCE:

- 1). Filter must be serviced monthly without fail.
  - a. Washable foam type: Wash with hose and detergent.
  - b. Disposable: Throw away filter and replace with new one. Note! Use of high efficiency 1" thick filters may cause problems. These filters are very restrictive and may harm your system.
  - c. The outdoor unit should be kept clean, waxed and free of any obstruction. The coil should be hosed out several times each summer to remove grass clippings, dust, insects, etc.
  - d. Waxing is necessary to prevent rusting and corrosion of metal.
- 2). Other:
  - a. Do not put any bush, tree, flower bed, wood pile, etc., within 3-4 feet in any direction of the unit. This is to permit room for air flow and service.
  - b. Grass should be kept low and nothing is to be stored behind the unit. Mulch must be kept low and never contact the unit base or it will rot.

***NOTE! Regular maintenance by a trained technician is required by the equipment manufacturers for extended warranties to be honored. Replacing the filter is only 1 item on a 30 item checklist!***

### C) Failure of the heater or air conditioner to operate:

- 1). NO HEAT - DO THE FOLLOWING BEFORE CALLING FOR SERVICE OR THERE WILL BE A SERVICE CHARGE.
  - a. Set the thermostat to the highest setting and set "MODE" switch for "HEAT".
  - b. Set thermostat fan switch to "ON".
  - c. Make sure filter is clean and blower door is on tight.
  - d. Make sure all switches and circuit breakers are "ON".
  - e. For older gas furnaces, make sure the pilot is lit if it has one. (Lighting instructions are inside heater).

\*NOTE: It is impossible to check a circuit breaker by looking at it. You must turn it to "OFF" and then return it to "ON". to be sure. Also, if it is the first time that the unit has been turned on this season, it may take as long as 24 hours of running before the unit shuts off.

Try to anticipate extremely hot weather and turn the system on the day before its needed.

## **2). NO AIR CONDITIONING: (same as no heat, except)**

- a. Set thermostat mode switch to "COOL", set the fan switch to "ON" and set as low as possible.
- b. Air conditioner must run several hours (8 hours or more) before the temperature will start dropping.
- c. Do not run the air conditioning when outside temperature is below 65 degrees.

## **D) Testing of the air conditioner and heater:**

### **1). GENERAL TEST:**

- a. We recommend testing the air conditioner the first day that the temperature goes above 75 degrees. Set thermostat mode switch to "COOL" and set as low as possible. After the air conditioner has been running approximately 30 minutes, the larger of the two copper tubes leaving the air conditioner should be cool to the touch and warm air should be coming out of the unit. If the pipe is warm and or if the air is not warm follow the failure check list.
- b. Some air conditioners have a safety switch inside the air conditioner. Consult the owners manual.
- c. Leave the thermostat alone as much as possible to reduce wear on the unit and keep operating costs as low as possible
- d. The heater burner and fan operation should be tested before the cold weather arrives.
- e. Keep any heat producing devise such as space heater, television, and lamps away from thermostat.

## **E) REPAIR SERVICE:**

- 1). If after performing the above tests and instructions you still have a problem, please call for service.
- 2). Our office is open from 8:30 to 4:30 Monday through Friday and we employ an answering service to take after hours calls. We prefer to get calls as early in the morning as possible to permit efficient scheduling.
- 3). We expect you to use any supplemental heaters at your disposal, (fire places, space heaters, etc.), to help maintain the house temperature.

**WARNING: Any repairs or modifications to the heater and or air conditioner. except by our personnel could affect your warranty, unless authorized or agreed upon this contractor. We reserve the right not to service any unit altered by others. This includes humidifiers, and air cleaners etc..**

## **OPTIONAL DEVICES AVAILABLE:**

Humidifiers, air cleaners, programmable thermostats, wifi remote access thermostats, UV air sanitizers, attic fans, extended warranty plans, maintenance and service agreements. If we can be of any service please feel free to call, our professional staff is waiting to serve you  
We accept all major credit cards.

## **F) DUCT BALANCING:**

A. Duct balancing is a common sense approach to reducing air flow to areas receiving too much air and increasing it in rooms not receiving enough. If there is a problem, follow these instructions.

- 1). Make sure filter is clean. (Filters should be checked monthly).
- 2). We recommend that the fan switch be left "ON". **\*\*NOTE\*\***: Up to a 5 degree difference between rooms is normal. Also areas such as basements, foyers and laundry rooms are not expected to be the same as the rest of the building.
- 3). Be sure the register(s) are open and not obstructed by furniture in room(s) in question.
- 4). Shut the registers in the non-affected areas and especially in the area near the thermostat.
- 5). If this causes a problem in these areas open the register partially. Remember even a register that appears to be closed will often leak a significant amount of air.
- 6). If the area near the thermostat is unsatisfactory to begin with, the only action that can be taken is to readjust the thermostat in the proper direction.
- 7). If there are dampers in the duct system they should be adjusted the same as #2 above.
- 8). Consider zoning the system into 2 or more zones and each with its own thermostat. (Please call for a free estimate).
- 9) Rooms over unheated areas (such as garages) have special characteristics. If these rooms are not comfortable it becomes even more important to run the fan on "ON". If it is not run on "ON", the room maybe cold even though there is sufficient air leaving the vents when the unit is running. This is due to the thermostat location being in a more comfortable area of the house. This will cause the unit to shut down before the problem room is comfortable. In some homes small electric heaters are installed to supplement the heat in these rooms. If your home has one, it should be turned on as soon as the main heating system is turned on.

Do not forget to do these proactive measures to begin with.

- 1- Close drapes on sunny windows in the summer and open them in the winter
- 2- Do heat producing activities such as clothes drying during the coolest times of the day in the summer.
- 3- Turn off heat producing appliances such as lights and TVs when not in use especially in the summer

We highly recommend that you consider purchasing one of our planned service agreements so that you can be sure that your equipment will receive the best possible care. Please call our office today for a free estimate.