



## A \$60.00 AIR CONDITIONER TUNE-UP

are you *ready*  
for *summer?*



## We'll Pay You \$60!!

Your air conditioner needs frequent maintenance to assure long life and optimum performance. Once again, Elk River Municipal Utilities will pay you \$60 to have your central air conditioner professionally tuned by an area Heating, Ventilating and Air Conditioning (HVAC) contractor. They will perform all of the steps listed on the attached AC Tune-Up Checklist as part of the inspection process. If the contractor finds something wrong, you will need to get it fixed in order to receive the AC Tune-Up reimbursement from Elk River Municipal Utilities. The number of AC Tune-Ups is limited. They will be available only until budgeted funds are gone, so call 441-2020 to assure availability. We recommend a tune up every 3 years!

### How Do I Sign Up?

Contact any of the HVAC contractors listed in the yellow pages. Early in the spring is best. You should also call ERMU (441-2020) to assure funds are available. You are responsible for paying the HVAC contractor! ERMU will reimburse you for \$60 of the total charge once the AC Tune-Up is completed. For reimbursement, please forward a copy of the completed checklist and payment receipt to ERMU. Photocopies are OK.

### Why Do This?

We all have an obligation to use our energy resources more wisely than we have in the past! Maintaining your air conditioner will conserve electricity and our natural resources. It will help reduce the need for more power plants and powerlines. That helps us control our costs and your rates! But we can't do it without your help! Use energy wisely – give that AC a Tune-Up today!

# Routine Maintenance You Can Do!

Here are some tips you can perform periodically to keep your air conditioner operating effectively and efficiently!

**FILTER** – The furnace filter is the most frequently overlooked maintenance item, and probably accounts for more service calls than any other part of your cooling system. A clean filter not only keeps the air you breathe clean, but it keeps the cooling coil free of dust, lint and other debris as well. The dirtier the filter, the longer the air conditioner must run to keep you cool. **This Wastes Energy!** A really dirty filter restricts air flow so much that the cooling coil may freeze up and cooling stops completely. **This Wastes More Energy!** A poor quality filter allows dust through which can coat the cooling coil surfaces and reduce its efficiency. **This Wastes Still More Energy!** It may even require a service call to get it cleaned. Be sure to check your filter at least once a month – it really pays!

**CONDENSER** – The condensing unit (outdoor coil, compressor, and fan) is where heat from the house is expelled into the outdoor air. It's not uncommon for leaves and other outdoor debris to partially obstruct air movement through the condensing coils. Dirty condensing coils mean longer run times to keep you cool. **This Wastes Energy!** It's good practice to thoroughly clean the condenser prior to each cooling season, then check periodically to make sure it stays that way all summer. Remove as much of the debris as you can by gently brushing parallel to the fins. You may need to use an air hose or garden hose to remove the finer material lodged between the fins. **BE SURE TO DISCONNECT POWER BEFORE ATTEMPTING TO CLEAN THE CONDENSER!** Be careful not to bend the fins over. This obstructs air flow and Wastes More Energy! Gently straighten any fins that are bent over. This will increase efficiency and reduce consumption of electricity as well. You can clean your condenser if you are “handy”, but if in doubt, defer to a qualified HVAC contractor.

## Air Conditioner Tune-Up Checklist

(Copy of completed checklist must be returned for reimbursement)

**NOTE: HVAC Contractor, Please Complete This Checklist And Review Findings With Homeowner As Part Of The Inspection Process! Thanks.**

Air Filter Type: \_\_\_\_\_ fiberglass, \_\_\_\_\_ HEPA, \_\_\_\_\_ electrostatic

Air Filter Condition: \_\_\_\_\_ good, \_\_\_\_\_ fair, \_\_\_\_\_ dirty, \_\_\_\_\_ replaced

Cooling Coil: \_\_\_\_\_ good, \_\_\_\_\_ dirty, \_\_\_\_\_ cleaned, \_\_\_\_\_ could not access

Condensate Tray/Line: \_\_\_\_\_ clean, \_\_\_\_\_ partially plugged, \_\_\_\_\_ cleaned it

Refrigerant Pressures: \_\_\_\_\_ checked OK, \_\_\_\_\_ checked low, \_\_\_\_\_ added freon

Blower Motor: \_\_\_\_\_ permanently lubricated, \_\_\_\_\_ oiled it

Outdoor Condenser: \_\_\_\_\_ clean, \_\_\_\_\_ dirty, \_\_\_\_\_ cleaned it

Fan Motor: \_\_\_\_\_ permanently lubricated, \_\_\_\_\_ oiled it

Electrical Connections and Controls: \_\_\_\_\_ checked OK, \_\_\_\_\_ repairs made

AC Make and Model#: \_\_\_\_\_

Install Date: \_\_\_\_\_ (If not available, estimate age) \_\_\_\_\_ years

### Recommended Repairs:

Dealer \_\_\_\_\_, Phone # \_\_\_\_\_

Technician \_\_\_\_\_

Were Recommended Repairs Done? \_\_\_\_\_ Yes, \_\_\_\_\_ No

Homeowner Name: \_\_\_\_\_, Phone # \_\_\_\_\_

Address: \_\_\_\_\_

(Be sure to include a copy of your receipt)

Note: ERMU will reimburse you once every 3 years.