

OPERATION AND MAINTENANCE GUIDE: YOUR HRV + FURNACE SYSTEMS

Not only do dirty filters affect the air quality of your home, but they also put extra strain on both your furnace and HRV units. This could significantly increase your energy bills.

Follow these maintenance routines to keep your furnace and HRV in good shape, and to improve the overall health of your home.



Take note:



Your HRV system should stay running 24 hours a day, 7 days a week. The only time to shut off your unit is when you are running your air conditioner.



Remember, once your A/C unit has been shut down, the HRV system should be turned back on.



A humidity level between 35-40% is normal depending on the finishes chosen in your home.



Check the humidity levels in your home seasonally.



If your home is too dry, consider purchasing a small humidifier to run with your furnace.



If moisture levels are too high, you may also consider purchasing a small dehumidifier to run with your furnace.

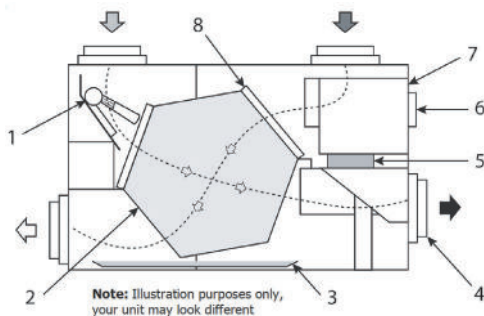
HRV ROUTINE MAINTENANCE:

Your HRV filters should be cleaned regularly.

Your HRV is a two-filter system. Follow this two-part routine when cleaning your HRV unit:

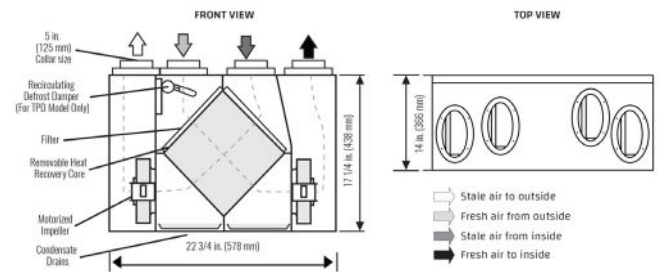
Part 1

- Locate the two green or black filters.
- Unhook the securing rod and remove both filters.
- Vacuum the filters if needed.
- Rinse the filters under warm water until clean.
- Leave the filters to air dry.
- Return filters to the unit.
- Wipe off the bottom of the HRV if needed.



Part 2

- **Note: this second filter should be cleaned twice a year, once in the spring and again in the fall.**
- Locate the large silver hexagon in the center of your HRV unit.
- To remove this filter, simply place your hands on the sides of the unit and pull forward (there is nothing to unlatch or unlock).
- Rinse the filter under warm water until clean.
- Leave the filter to air dry.
- Return filter to the unit.



Once this maintenance routine has been completed, simply close the unit and lock the top hinges. The system will turn back on automatically.

Furnace System Routine Maintenance:

Your furnace system should be changed regularly. Follow these steps to keep your furnace in optimum condition:

- Turn your furnace switch off and open the furnace filter door.
- Check the state of your filter and change if needed.
- Ensure the replaced filter is put in the correct way. The arrow on the filter should point towards your furnace.
- Turn your furnace switch back on.

If you have any concerns or further questions regarding home maintenance, please contact the A&S Customer Care Department at customer care@ashomes.mb.ca