



[www.Duct-911.com](http://www.Duct-911.com)

Maintenance Manual for Homeowners

## Furnace

**Do NOT store or use gasoline or other flammable vapors and liquids in the vicinity of this or any other gas appliance.**

**WHAT TO DO IF YOU SMELL GAS:**

- **Do not try to light appliance**
- **Do not touch any electrical switch; do not use any phone in the building, OR USE ANY ITEMS JUST LEAVE IMMEDIATELY!!!!**
- **Immediately call your gas supplier from a neighbor's phone only. FOLLOW all gas supplier instructions.**
- **If you cannot reach the gas supplier, call the fire department or 911.**

**ALL INSTALLATION, SERVICE AND MAINTENANCE MUST BE PERFORMED BY A QUALIFIED TECHNICIAN.**

**Carbon monoxide is invisible, odorless and toxic!!! We recommend that a carbon monoxide alarm be placed in your home on each floor of the home, even if you do not own the appliance or the home. Follow alarm manufacturers instructions, included with the alarm, for placement/operation of alarm(s).**

**All furnaces have different components. Here are some parts that are common in most furnaces:**

- 1. blower motor**
- 2. blower wheel**
- 3. heat exchanger**
- 4. exhaust vent(direct vent or non-direct vent)**
- 5. burner assembly**
- 6. gas valve**
- 7. pressure switch**
- 8. rollout switch**
- 9. related electrical items outside of unit**
- 10. relate gas items outside of unit**

### **Safety Considerations**

Combustion air should be clean and uncontaminated with chlorine or fluorine. These items are found in many products around the home such as water softener salt, laundry bleaches, detergents, adhesives, paints, varnishes, paint strippers, and plastics.

Do not store any debris, liquids, combustible materials or other items around your furnace. Do not cover the furnace

Do not obstruct any air openings (including fresh air intake, supply air, or return air)

Check the air filter monthly and change as required which will vary depending on filter type. See your owner's manual for information regarding maintenance or filters.

Should the gas supply fail to shut off or if overheating occurs, shut off the gas valve to the furnace before shutting off electrical supply.

If a furnace is left unattended for an extended period of time, have it checked periodically for proper operation. This precaution will prevent problems associated with no heat, such as frozen water pipes, etc.

Never block the exhaust vent of the furnace.

Do not store any debris, liquids, combustible materials or other items on your furnace or the venting.

Most furnaces that are newer models do not have a continuously burning pilot flame (standing pilot) which wastes valuable energy and may cost you money. Your furnace may use an automatic, hot surface ignitor to light the burners each time the thermostat starts your furnace.

*Follow these important safeguards if this applies to your system:*

Read and follow the operating instructions in the owner's manual for your furnace or on the main furnace door.

Never attempt to light the burners with a match or other source of flame.

If suspected malfunction occurs with your gas control system, such as the burners do not light when they should, refer to the shutdown procedures in the owner's manual or on the main furnace door. **A QUALIFIED SERVICE TECHNICIAN SHOULD BE CALLED TO VERIFY THAT YOU HAVE FOLLOWED PROCEDURE PROPERLY AND THAT YOUR SYSTEM IS WORKING PROPERLY.**

### **IF REPLACEMENT IS NEEDED**

If you find that your furnace needs replacement, make sure it is replaced by a company that is licensed by the city, municipality or state, bonded and insured. A permit is also required for new installation or replacement installation your local authority or state authority. An inspector will approve the install on the permit once it is approved and up to standard mechanical code for that particular region or state. Duct-911.com would be happy to give you a [FREE HEATING & COOLING QUOTE](#) on repair or replacement.

### **CHECK AIR FILTER**

**Before attempting to start your Furnace or Central Air, be sure the furnace filter is clean and in place. It is recommended that you check your filter monthly as well.**

**See your owner's manual for instruction on how to do so. Or you may contact a QUALIFIED SERVICE TECHNICIAN TO CHANGE THE FITLER AND OR PROVIDE INFORMATION ON YOUR PARTICULAR AIR FILTRATION SYSTEM.**

### **BEFORE YOU REQUEST SERVICE**

Be prepared with answers to these questions:

- Is my filter clean?
- If there are batteries for the thermostat are they in need of replacement?
- Is my thermostat screen showing normal operation?
- What temperature is set and what temperature is it showing the system reaching?

- Are you beakers in the “ON” position?
- Is my thermostat set to Heat/Cool?

### **PERFORMING ROUTINE MAINTENANCE**

*Only trained and qualified personnel should install, repair or service heating equipment.*

Installing, repairing or maintaining heating equipment can be hazardous due to gas and electrical components. All operations must be performed by trained and qualified service agency personnel.

With proper maintenance and care, your furnace will operate economically, dependably and will provide you with confidence in the operation of your system.

A dirty Air filter will cause loss of airflow, loss of furnace efficiency, and possibly other repair issues with your equipment. When excessive loss of airflow occurs the furnace may cycle on its safety controls and may affect long term efficiency. If this condition is left unattended, the furnace will eventually lock out (stop working). It is recommended that the furnace filter be checked every 3-4 weeks and cleaned/replaced as instructed by your owner’s manual.

### **A Check-up Checklist**

Your furnace represents an important investment in your family’s comfort and your HOMES VALUE. To keep it performing properly and to prevent future problems, have a **TRAINED SERVICE SPECIALIST** give your furnace a professional tune and check **annually**. The following checklist can be used as a guideline to proper service:

1. Inspect all flue gas passages, burners, heat exchangers, coupling boxes, and inducer assembly. Clean as needed.
2. Inspect all combustion air and vent piping inside structure and vent pipe termination outside of structure. Clean if needed.
3. Check gas pipes leading to and inside of your furnace for leaks.
4. Inspect, clean, oil and tune up blower motor and wheel.
5. Inspect and change the filter.
6. Inspect all ductwork (supply air and return air) for obstructions, air leaks, or debris. Clean as needed for each household it is different as far as the type of duct maintenance and the frequency as to which your household may need service.
7. Inspect electrical wiring, connections, and components for loose connections.

8. Perform an operational checkout to determine whether your furnace is working properly and if it requires adjustments. ORSAT test if needed.
9. Inspect condensate drain tubes, condensate pump, and condensate trap assembly for leaks, clogs and obstructions. Clean condensate system annually.
10. Examine the physical support of furnace. Support should be sturdy with no cracks, sagging, gaps, etc. around the base.
11. Examine the heat exchanger for visible signs of deterioration and check that all safeties are working properly.
12. Check furnace exterior for any obvious visible signs of deterioration or water damage.

**For your convenience please record the information below for your reference:**

**FURNACE:**

<b>Make</b>	
<b>Model</b>	
<b>Serial</b>	
<b>FILTER SIZE:</b> ____ height X ____ length X ____ width	

**CENTRAL AIR:**

<b>Make</b>	
<b>Model</b>	
<b>Serial</b>	
<b>Disclosure:</b>	<b>This booklet is for reference only. It is in no way an instruction manual, owner/operator manual, or installation manual or a substitute for any manual therein. This booklet is intended as a guide for you to follow in conjunction with a visit from a Qualified, Trained Specialist or Technician from your local Heating and Air Firm. This booklet in no way recommends that homeowners complete maintenance, service, repairs or installation of any heating, ventilation, air conditioning, or gas items.</b>