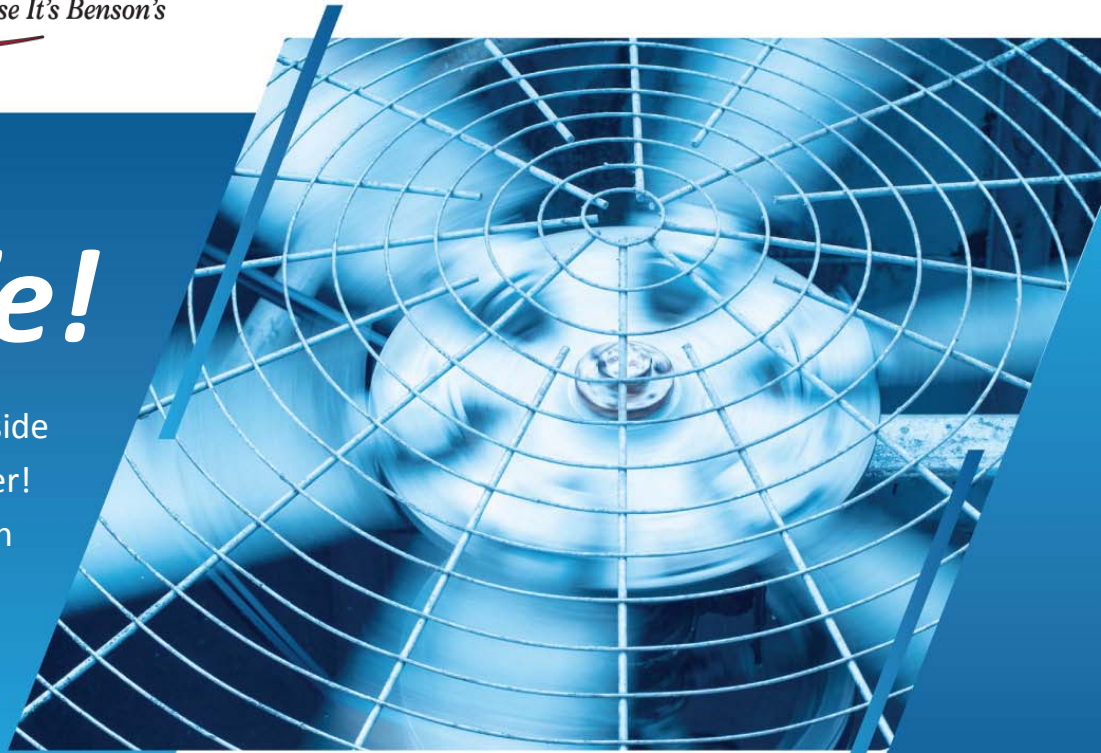


Help us all *Stay Safe!*

By limiting the time we are inside your home, we help each other! Follow the procedure for when your technician arrives. Call our office if you have any questions.



1. Verify that the breaker is on to the AC unit Note: if panel is outside and unlocked, technician will check it.
2. Make sure the batteries are new in the thermostat.
3. Turn the air conditioning on at the switch for all thermostats (if more than one is in use).
4. Move temperature down 5 degrees to keep unit operating.
5. Check all vents to verify that they are open and have good air flow.
6. Check air filter, remove and replace as necessary. If not able to accomplish, let us know ahead of time.
7. After 10 to 15 minutes of operation make sure air is starting to feel cold.
8. After technician is finished reset thermostat back to normal setting.
9. Let us know email or number to send the reports to electronically.