



Air Conditioning Trouble Shooting Checklist

Thank you for leasing a Velie Realty managed property. We take your comfort seriously and will do our best to get you A/C working as fast as possible.

This checklist was developed to prevent unnecessary service calls and protect the owner and the tenant.

Check off all the items and we will either inspect it or call a service company.

- 1) **Check thermostat temperature setting** and adjust down as needed. Sometimes other family members move the setting.
- 2) **Check your return air filter. A clogged air filter prevents air flow** and can turn the evaporator coil into a block of ice that will take several hours of non-use to melt off. It also costs you more money in electricity because the blower works harder but blows very little.
 - a. **WARNING: If you remove the filter and do not replace it with a clean one, the coils in the blower will be clogged with all the dust the filter catches. If you leave out the filter, you will be charged with an A/C tech cleaning the coils at about \$350. Please replace filters.**



#2
Typical Return Air Filter



#3
Typical Breaker Panel

- 3) **Check for a tripped breaker** in the electrical panel usually located in the garage. If a breaker is tripped, turn it back on. If it immediately trips again, call Velie Real Estate.
 - a. **NOTE About Restoring Power:** Expect a delay of up to 60 seconds when you make changes or there is a power surge. Residential A/C systems are equipped with a device that delays the compressor's start to prevent damage to the compressor from stopping and starting too quickly
- 4) **Check the inside blower/evaporator coil (#4) float switch (4a).** In photo #4a, note the wire going into the white cup like thing in the drain line. The top piece lifts out and is the float switch. The float switch will shut your A/C unit down as a safety measure to keep the house from flooding (not on all models). **Lift it out and see if the cup is full. If so, the drain line needs vacuuming. See item 5 before calling office.**



#4 Inside Evaporator Coil with cover off.



#4a Float Switch

- 5) **Check the outside drain (Photo #5)** to see if something is obstructing the drain. If so, remove it to see if the line drains. If not, call the office for service. If draining is not the problem, see item #6.



#5



#6

- 6) **Check the evaporator coil** by removing the front panel that is held on by about 5 short screws. **Photo #6** shows a coil as a solid chunk of ice. This is what not changing the return air filter (in #2 above) can do. If the coil is frozen, turn the A/C system off and put pans under the unit to catch all the water. When done unthawing, turn the system on and it should work. Meanwhile go down and buy a new filter.
- 7) **Check the evaporator coils to see if they are clogged with dust. You have to look up inside or the direction of the air flow.** Photo #7 & #7a show you what a clogged coil looks like. If you remove the filter and do not replace it, the coils clog up with dust and you get the same effect as a dirty air filter. **NOTE: clogged filters and coils cost YOU (THE TENANT) MORE MONEY ON YOUR ELECTRICAL BILL. The lack of air flow will keep the A/C running longer and harder using more power and costing more money. The dust also keeps the coils from cooling the air that does get through.**

Velie Realty, Established 2008
Eddie Velie, GRI, Broker/Owner
VelieRealty@gmail.com

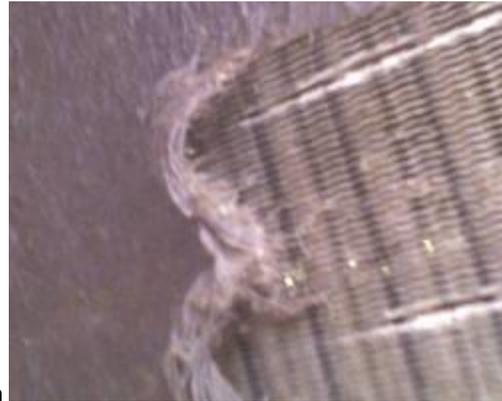


(O): (321) 622-6300
<http://VelieRealty.com>
Text: (954) 263-6287

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#7



#7a

Sample dirty clogged A/C evaporator coils

- 8) **Check the outside compressor and coil for a reset button, if it has one.** You do not have to do this and should not do anything you are uncomfortable with. Call the office if you do not see a reset button anywhere.
- 9) **Check to see if the vents in the housing around the A/C compressor are clogged.** This is another issue that can cost you (the Tenant) more money in more electrical use. The vents transfer heat and you know the rest. Photo #9a shows you how to use your water hose to blow the dust and debris off from the inside out. It isn't always necessary to remove the top if you can hose between the fan blades.



#9



#9a

If none of these things work to improve the cooling of your A/C system, call the office. Eddie or your agent will usually visit the property to trouble shoot before calling an A/C repair company.



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