

Save A Life and Read These Tips

DO NOT LET THE HEAT PUT YOU IN A PANIC!

- 1) If you are feeling ill due to the lack of electricity or air-conditioning, don't hesitate to call your doctor or **911**.
- 2) Use air-conditioning without hesitation and don't worry about paying your electric bill.
- 3) When you receive your disconnection notice do not panic, call the electric company immediately and attempt to negotiate.
- 4) If you are a senior or disabled person let your local electric company know immediately that you are having difficulty paying your bill.
- 5) Always attempt to sign-up on a budget plan with your electric company.
- 6) If you are at risk for heat-related illnesses, do not hesitate to ask your neighbors, relatives or a friend to check on you daily, especially when the temperature is in the 90s.
- 7) Limit activities in the middle of the day when temperatures are at their highest.
- 8) Drink plenty of cool water and other non-alcoholic and non-caffeine liquids.
- 9) Limit cooking to keep indoor temperatures down and avoid hot, heavy and greasy meals.
- 10) Do not increase salt or potassium intake without consulting your physician.
- 11) Take advantage of public air-conditioning centers when temperatures are in the 90s.
- 12) When calling your social service or community action organization for assistance always provide them with the necessary medical or income documentation.
- 13) Don't ever let a fan blow directly on you when the temperatures are high. This can actually increase your temperature and cause heat stroke.
- 14) Don't ever use a fan in a closed room without windows or doors open to the outside.
- 15) Always wear light and loose fitting clothing during the summer.

WE WANT YOU TO HAVE A SAFE AND HEALTHY SUMMER



Energy Saving Ideas and Care and Cleaning Tips for Your New Room (or Window) Air Conditioner

ENERGY SAVING IDEAS

- Do not block air flow from the unit inside the room with blinds, curtains or furniture; or air flow to the unit outside with shrubs, enclosures, or other buildings.
- The capacity of the room air conditioner must fit the room size for efficient and satisfactory operation.
- Install the room air conditioner on the shady side of your home if possible. A window that faces north is best because it is shaded most of the day.
- Close the fireplace damper, floor and wall registers so cool air does not escape up the chimney or into the duct work.
- Keep blinds and drapes on other windows closed during the sunniest part of the day.
- Clean the air filter as recommended in the section "Care and Cleaning."
- Proper insulation and weather stripping in your home will help keep warm air out and cool air in.
- External house shading with trees, plants or awnings will help reduce the air conditioner's work load.
- Operate heat producing appliances such as ranges, washers, dryers and dishwashers during the coolest part of the day.

CARE AND CLEANING

Clean your air conditioner occasionally to keep it operating efficiently and looking new. Be sure to unplug the unit before cleaning to prevent shock or fire hazards.

Air Filter Cleaning

The air filter should be checked at least once a month and cleaned if necessary. Trapped particles in the filter can build up and reduce efficiency or cause an accumulation of frost on the cooling coils.

- Turn off the unit.
- Grasp the filter by the center and pull up and out.
- Wash the filter using liquid dishwashing detergent and warm water. Rinse filter thoroughly. Gently shake excess water from the filter. Be sure filter is thoroughly dry before replacing,
- Or instead of washing, you may vacuum the filter clean.

Cabinet Cleaning

- Be sure to unplug the air conditioner to prevent shock or fire hazard. The cabinet and front may be dusted with an oil-free cloth or washed with a cloth dampened in a solution of warm water and mild liquid dishwashing detergent. Rinse thoroughly and wipe dry.
- Never use harsh cleaners, wax or polish on the cabinet front.
- Be sure to wring excess water from the cloth before wiping around the controls. Excess water in or around the controls may cause damage to the air conditioner.
- Plug in air conditioner after cleaning and completely dry.

Winter Storage

If you plan to store the air conditioner during the winter remove it carefully from the window according to the installation instructions. Cover it with plastic or return it to the original carton.

NOTE: To prevent rust accumulation or electrical connections from being damaged, store the air conditioner in an upright position and in a dry place.