

MMI

Majerle Management, Inc.

MAINTENANCE SELF-HELP SOLUTION

NO HEAT / NO AIR CONDITIONING

There are several types of heating systems in our area: Gas Forced Air or Hot Water and Heat Pumps. You must determine which you have. If it is a gas furnace, there will be a gas pipe running into the furnace at a low point maybe 18" from the floor. Heat pumps will not have the gas pipes.

GAS HEAT

Some gas furnaces have pilot lights; some have electronic ignition. To find-out whether you have a pilot light, open the front cover of the furnace. Follow that gas pipe to a box (the gas valve) and look for a dial (usually red or black) that has labels like ON, OFF, PILOT. To light a pilot light, follow the directions, but they will usually say to turn the valve to OFF for 5 minutes. Locate the pilot light which is usually a small box near the burner. There is a pipe running from the gas valve box to the pilot and that pipe is smaller than a pencil. Holding a match near the pilot box, turn the dial to PILOT and push down. This allows just enough gas to escape to light the pilot. There is a safety sensor that must be heated or the gas will stop flowing. You must hold the dial down for 30-60 seconds for it to stay lit when you release. If the light stays on, turn the valve to ON and close the furnace.

If there seems not to be a gas valve with a PILOT dial, you probably have electronic ignition. In that case, you can sometimes reset the computer by turning-off the furnace at the light switch, usually mounted on the side of the furnace. Leave it off for 5 minutes and turn it back on.

Finally, we have to look at the electrical controls. Even a gas furnace uses electric for the fan. When you first noticed the problem, was the furnace blowing, but only cold air? If so, the breaker is NOT the problem. If you cannot get the furnace to blow even cold air, check your fuses or breaker.

After all this fails, call the MMI emergency line if the temperatures are below 60 degrees.

HEAT PUMP

For a heat pump, you should check your breakers, both inside and outside near the a/c unit. All air conditioners and heat pumps must have an outside disconnect box so a technician can, if his arm is caught in the fan, reach the box and disconnect power. It's usually mounted on the house wall near the outside fan (condensing unit). If you have confirmed that there is no tripped breaker, call the MMI emergency line if temperatures are below 60 degrees.

AIR CONDITIONING

Follow the same procedures as for a heat pump (a heat pump is not much more than an air conditioner that can run backwards).

FILTERS

All furnaces and air conditioners that produce hot air have a filter. Be sure your filter is clean.