



We hope this note finds you well. Believe it or not, it appears the seasons are finally changing and winter is finally over! This means that the HVAC system in your new home will transition from primarily heating your home to primarily cooling your new home.

Because your Air Conditioning system was installed in the colder weather months, it likely has never been run and tested. Running Air Conditioners in cold weather temperatures can damage the system. We are reaching out now to ask you to turn your system on during the first days when the daytime high temperatures exceed 65 degrees. Turning your AC on during these days will be a good test to ensure that everything is functioning properly. To do this:

1. On your thermostat change from the Heat to the Cool setting
2. Adjust the desired temperature to a few degrees cooler than the current actual temperature inside the house.
3. Go outside to the large AC condenser fastened to the exterior side of your home and ensure you can hear it running.
4. Give the system approximately one hour and then check the supply registers in the floor on the main level and feel for cold air coming out of the supply.

If you do not hear the AC condenser turn on:

1. Check the breaker in the electrical panel in your garage or basement and make sure the breaker labeled AC is flipped to the on position
2. Check to make sure the on/off switch for the furnace in your mechanical room is turned to the on position.

If your system is not turning on or not blowing cold air after following/completing the above steps, please let us know by entering a service request on our website, robertthomashomes.com. Please do this as soon as possible, as on the first really hot days of summer the HVAC contractors will be flooded with requests causing delays in service. Taking these steps now will help ensure your system is working properly on the upcoming days when you will really need it!

Thank you and enjoy the spring!