

Date: [Insert Date]

To: [Resident/Employee Name]

From: [Management/Facilities Department]

Subject: Checklist for Operating Heating and Cooling Systems

Dear [Name],

To ensure the efficiency of the heating, ventilation, and air conditioning (HVAC) systems and to maintain a comfortable environment, please follow this operating checklist:

- **Thermostat Settings:** Set the thermostat to [Insert Temperature] for cooling and [Insert Temperature] for heating. Avoid frequent adjustments.
- **Windows and Doors:** Keep all exterior windows and doors tightly closed while the system is running.
- **Ventilation:** Ensure that supply and return air vents are not blocked by furniture, curtains, or equipment.
- **Filter Maintenance:** Check air filters every [Insert Timeframe] and replace them if they appear dirty or clogged.
- **Power Supply:** Verify that the unit is plugged in and the circuit breaker is in the "ON" position.
- **Mode Selection:** Ensure the system is set to the correct mode (Auto/Heat/Cool) for the current season.
- **Clearance:** Keep the area around the outdoor condenser unit clear of debris, leaves, and weeds.

If the system fails to operate correctly after following these steps, please contact [Maintenance Contact Name] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]