

## Maintenance

Develop a schedule to maintain a clean furnace filter. A clean filter ensures "clean" outside air entering your home, extends the life of your heating system and saves on heating costs. The recommended minimum rating of the filter should be MERV 6. The higher the MERV rating the finer particles the filter will capture.

If the filter is located in the return air grill inside your home, there will be a separate filter for the outside air located near the furnace. This filter box will be located in the outside air duct just before it connects to into the furnace.

Periodically check the screened outdoor air inlet for debris blockage.

To check the motorized damper operation, activate the timer and one or more of these scenarios will occur:

- A small metal arm or screw will move;
- The outer cover will vibrate; and/or
- A winding sound is made when the damper closes.

If you cannot find the controls, filters or instructions, call the contractor listed on this brochure or look for their name on the equipment or in your home documents.

## Did you know...

If you are unable to locate the whole house ventilation timer on the furnace or in a closet inside your home, the programmable thermostat for the heating system is likely used as the timer for your whole house ventilation system.

Locating the outside air intake at the exterior of your home may influence your ventilation schedule:

- If the intake is at a roof vent, using the system on warm sunny days will negatively affect air conditioning because hot air will be drawn into your home.
- If the intake is located on an exterior wall, the timer can be set to activate the system in the evening to cool the inside of your home on hot summer days.

## For more information, contact:



### Clark County Energy Efficiency Services

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Vancouver WA 98660  
(360) 397-2375 ext. 4752

[www.PlanetClark.com](http://www.PlanetClark.com)  
[www.clark.wa.gov/development](http://www.clark.wa.gov/development)

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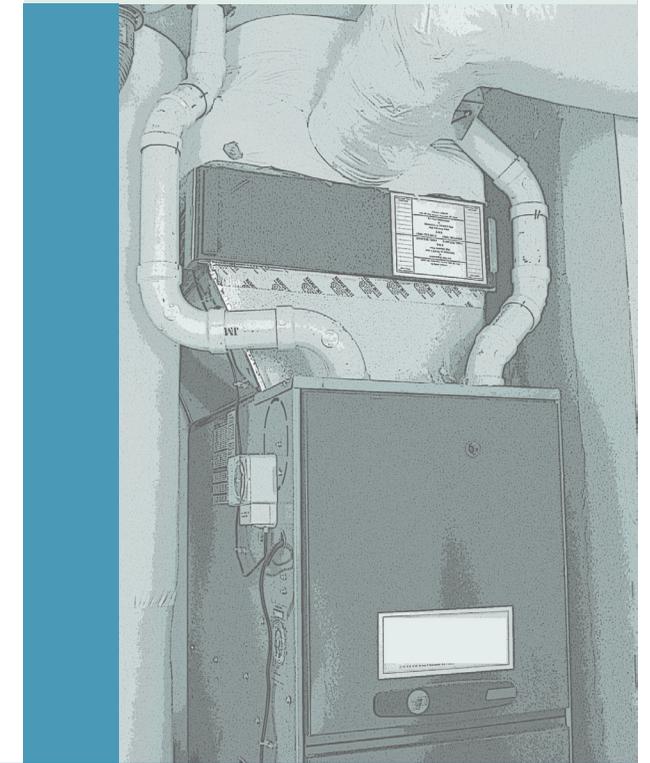


For an alternate format, contact the Clark County  
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Phone: (360) 397-2322  
Relay: 711 or (800) 833-6384  
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## Ventilation System Operating Guidelines

for whole house ventilation  
integrated with a forced air  
heating system in homes built  
after July 1, 2010

Your home has been constructed to use energy efficiently while maintaining a healthy indoor environment through a whole house ventilation system. To help you achieve these benefits, we recommend that you take a few minutes to become familiar with your system.



**Y**our home has been constructed to the most current requirements of the Washington State Energy Code. This means your home and the ductwork for your heating system have been tested and verified that they are well sealed. This will limit the uncontrolled exchange of air between the outdoors and indoors providing energy conservation and home comfort.

The amount of outside air provided to your home is under your control. You can increase the ventilation rate of your home by opening windows, or by operating your mechanical ventilation systems. Your home has two types of mechanical ventilation: exhaust fans and a whole house ventilation system integrated with your heating system.

### Exhaust fans

Exhaust fans control excess moisture, odors, and chemical byproducts at the source. It is far more effective to quickly eliminate moisture and pollutants when they are created then allowing them to dissipate slowly inside your home. Controlling moisture reduces the cause of many molds and protects the finishes of your home. Controlling odors and chemical byproducts reduces any health hazard that may be associated with them. It is particularly important to operate your kitchen fan if you have a gas or propane range. In addition to removing moisture and odors created by cooking, your kitchen exhaust fan removes the unhealthy byproducts of combustion, including carbon monoxide and nitrogen oxides.

### Recommended exhaust fan operation

- Turn on the exhaust fan whenever moisture, odors, household chemicals, or combustion byproducts are present in the room, such as during showering, washing clothes or cooking.
- Since moisture vapor, odors, and combustion byproducts tend to linger, run the exhaust fan for up to 60 minutes beyond the activity that produced them.

### Whole house ventilation system integrated with the heating system

The forced air heating system in this home is equipped with a ventilation system. This system includes an outside air intake connected to the return air duct (return air flows into the heating system), a motorized damper that allows outside air to enter the system and a 24 hour timer that controls when the system operates. To change the amount of ventilation in your home adjust the timer to increase or decrease the time the system operates.

#### Here's how the system works:

- When the ventilation timer reaches the set ventilation time or is manually activated, the furnace fan motor turns on (no heat or cooling) and the motorized damper opens.
- The furnace fan pulls outside air through the outside air intake into the return air duct.
- Outside air is then distributed to the home through the supply air ducts of the heating system.
- When the ventilation timer shuts off, the furnace fan motor turns off and the motorized damper closes.

### Selecting a whole house ventilation schedule

As required by the current building code, the contractor has set the timer on your system to provide a rate of ventilation as determined by the number of bedrooms and size of this home. If your home is brand new it is recommended that the ventilation system be utilized often until the "new house smell" is no longer present. To get the maximum benefits of the system, you'll want to adjust the timer to suit your own schedule. The timer is labeled "Whole House Ventilation (see operating instructions)" and is capable of continuous, automatic and manual operation.

- When open windows are used for ventilation, the ventilation system is not needed.
- Run the system more when you expect to be home or when more people are expected to be in the home.
- Automatic operation during mild weather conditions will ensure outside air circulation when the heating system is not used.
- Set the timer to cycle the system on and off for shorter periods of time to provide consistent air circulation and prevent "over-ventilation".
- Use the manual control to turn on the system when large groups gather in your home.

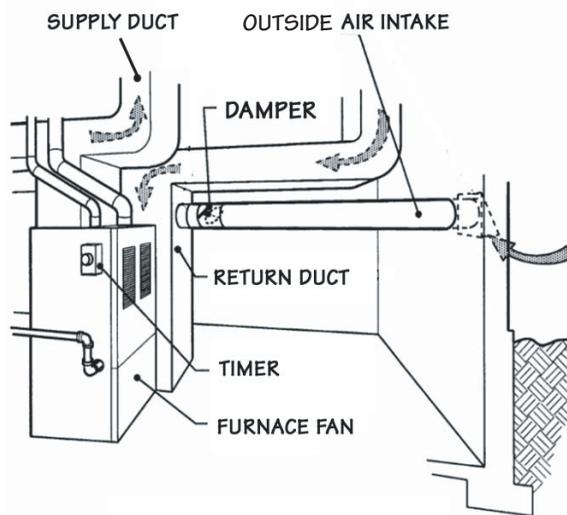


Diagram of a whole house ventilation system integrated with the heating system