

# **QUALITY AIR SERVICES™**

*"The Expert Solutions"*

## **FAN COIL UNIT MANUAL AND DONT'S**

Dear Customer,

Congratulations on the purchase of your new fan coil unit (convector) from Quality Air Services. Here are some tips that will help you understand how to operate and service your unit. Your new fan coil unit will give you a more enjoyable living experience for many years of use to come.

### **CAUTION:**

- Remember all the metal parts inside the convector are unfinished and have sharp edges. Please use gloves and be very careful to avoid any injuries.
- In order to perform proper maintenance on the fan coil units please refer to a qualified professional.

### **Thermostat and Speed Control Switch**

The most common parts of the unit for you to use will be the thermostat and speed control switch. Just set the temperature on the thermostat to your desired temperature in the room and once the room reaches that temperature the motor on the fan coil unit will turn off. Setting the temperature higher or lower will not adjust the temperature of air coming out of the unit it will just dictate how long it will take the motor to shut off based on the ambient temperature in the room. Convector air temperature is dictated by the water temperature coming to your convector from the building risers.

The speed control switch allows you to change the speed of the motor. The speed of the motor is indicated on the switch as "high", "med" or "low". We recommend keeping the speed switch on low.

It is recommended that the following procedures be performed by the building engineer or service technician

### **Opening the Front Door**

1. Turn the small chrome knobs that are located at the top of the door by 90 degrees
2. Pull the door out and lift up
3. After unit maintenance or inspection is complete, lift the door and slide the two brackets on each side of the door into the slots on each side of the convector.
4. Push the door in and turn the knobs into their original position.

**CAUTION:** The convector door is a heavy metal piece. While the door is removed please store it in a safe location, preferably on a flat surface. A vertically placed door may fall or cause injuries or property damage. DO NOT step on the door.

### **Periodic maintenance**

Each unit will have its own unique operating environment. A formal schedule of regular maintenance should be established and maintained. We usually recommend unit maintenance twice per year, once after the A/C is turned on and once after the heat is turned on in the building. This will help achieve the maximum performance and service life of each unit on the job.

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## **Filter Replacement**

The filter in your new fan coil unit should be replaced at least twice per year. Pleated media, or extended surface filters should not be used since high air pressure drops encountered with these types of filters is not compatible with the type of fan coil unit that was installed.

- Pull the old filter or filter frame down and slide it out.
- Cardboard filters must be replaced with the exact size.
- If your convector is equipped with a metal filter frame, release the filter pad by slightly pushing the crossbars in (diagonal bars located inside the filter frame).
- After removing the crossbars, remove the old filter pad and install a new one
- If you own animals with fur the filter should be replaced at least quarterly or as needed.

## **Drain**

The drain should be checked periodically throughout the cooling season to make sure that the drain line is clear. If it is clogged steps should be taken to clear the debris so that condensate will flow easily.

Note: If you have pets or carpeting we recommend replacing the filter and checking the drain more often.

## **FAN COIL UNIT DONTs**

1. Do not leave the fan coil unit off for long periods of time in the summer. If you plan on leaving for vacation and want to turn off the convectors then the valves should be closed so there is no flow in the coil.
2. Do not leave your windows open.
3. Do not place plants, items with small pieces, stuffed animals, candles or any other item that may fall into the grills on top of the convector unit.
4. Do not use Drano or any other type of acid drain cleaner to attempt to clean your drain line
5. Do not sit or stand on the fan coil units.

**For any other inquiries having to do with the operation of your convector, please contact the building engineer or Quality Air Services main office at 301-495-9500.**