

CLIENT EDUCATION CHECKLIST

The furnace performance modification improves the safety and efficiency of your furnace and can save you money on your heating bills during the next year.

Show client how the thermostat operates, have client operate T-stat while you are there, explain that setting the thermostat to a lower setting and using the set back feature will help save money on their heating bill

Show client the sequence of operation at the furnace and explain the new furnace has no pilot light to deal with. Pilot lights waste money!

Show client where gas and electrical shut off are on the furnace.

Show client where fuse is located and how to change it if so equipped.

Show client where filter is located and how to change it; have the client change the filter while you are there. Explain that keeping a clean filter in the furnace will help save money on their heating bill and prevent costly break downs.

Show client where the big orange **CHANGE FILTER** reminder is and re-emphasize the importance of regular filter changes.

Explain to client that serious damage can occur to the furnace if the filter is not changed on a regular basis.

Show client where owners / operators manuals are for all installed equipment.

I have been instructed on the proper and safe operation of my newly installed heating equipment and all of my questions regarding my heating equipment have been answered to my satisfaction.

I am fully aware of the importance of changing the filter on a regular basis and I have been instructed on the filter location and how to properly change it. I also understand that if my furnace has a failure due to a dirty filter it **WILL NOT be covered under warranty** and I will have to pay a licensed heating contractor to repair it.

Client signature: _____

Technician signature: _____ Date: _____