

# How to Change Your Furnace Filter

Clean air filters are as essential to your furnace, just as they are to your car. They can filter out pollen and dust and need to be cleaned or replaced. Filters should be checked monthly during the heating season and need to be changed when they are dirty. The filters have to be changed at least once a year and CHC recommends to change the filter in the Fall (October).

## Step 1 - Turn Off the Furnace

Most furnaces have a power switch located next to the unit. Be sure to turn this switch to the off position before proceeding. If a switch is not visible, turn off the power at your fuse box to prevent injury.



## Step 2 - Locate and Remove the Filter

Furnace filters are normally found underneath the furnace, behind a slotted ventilation cover. Some covers simply pop out, while others are held in place with a few screws. Remove the cover carefully and set it aside.



## Step 3 - Check the Filter

Inspect the filter's condition by trying to see through it. If light can pass well through it, it does not need to be replaced. If light cannot be seen through it, the filter needs to be replaced. The old filter will contain dust and other debris, so have a trash bag handy and disturb the old filter as little as possible.

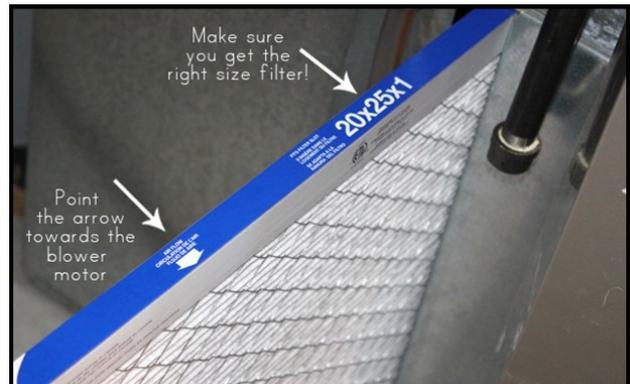


## Step 4 - Buy a New Filter

Take the old filter with you to the hardware store to make sure that you buy a new one which has the same dimensions.

## Step 5 - Clean the Furnace Blower

The filter is right next to the blower, since it serves the function of regulating the air as it goes out of the furnace blower. Prior to installing the new filter it is suggested that you clean the filter area as well as around the blower area.



## Step 6 - Install The New Filter

Insert the new product into the space provided, ensuring that the directional arrows, if any, are pointing in the correct direction. Finally, pop or screw the cover back in place for improved air quality, system protection and reduced electric bills.

**If you cannot find the location of your furnace filter, please call CHC at 587-390-1200 for assistance.**