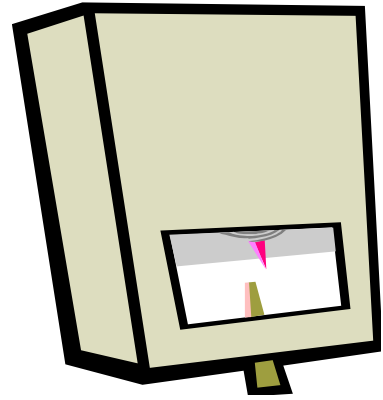


# Thermostat / Fan Coil Unit

## Information Sheet



### How do I interpret the display on my thermostat?

- The thermostat display shows
  - o The time (not necessary for this to be accurate, unless using the “program” feature)
  - o A small number – the “set” temperature (or the temperature you desire)
  - o A large number – the “actual” temperature in your unit
  - o An arrow (▶) indicating whether the thermostat is in “Program” or “Manual” mode

### How do I operate the thermostat during the summer and winter months?

- Watch for postings on the bulletin board indicating when the heating/cooling has been switched over in the spring/fall
- During summer months, set the thermostat to “cool”, NOT “heat”
- During winter months, set the thermostat to “heat”, NOT “cool”
- Using the ▲ and ▼ buttons, set the small number (or “set” temperature) to the desired temperature
- In general, most residents will want to set the thermostat to “Manual” mode rather than “Program”. “Program” mode is used to create a schedule that overrides the manual settings on the thermostat and should only be used by advanced users
- The fan can be set to “auto” or “on”. In the “auto” mode, the fan only comes on when the thermostat triggers the heating/cooling to turn on, and goes off when the heating/cooling shuts off. In the “on” mode, the fan continues to run constantly. This setting can be useful if residents would like the air in their unit to constantly be circulating. It can also be useful in winter months to help reduce the build-up of condensation on the windows. Of course, in the “on” mode, the fan uses more electricity.

### What type of maintenance needs to be done on the thermostat?

- The thermostat operates on AA type batteries, and these need to be changed periodically. They generally last for about 2 to 3 years, but this can change depending on usage and the quality of battery. You will know when the batteries need to be changed as the display will first start to get dim and then will read “low bat”

## How does the fan coil (heating and cooling system) work and what maintenance is required?

- Owners are responsible for any maintenance and repair issues related to their fan coil units (heating/cooling units)
- For detailed information on how the heating/cooling system in the building works, please see the document entitled "Building Heating/Cooling Information Sheet", available in the office and online at [www.thecrystelle.com](http://www.thecrystelle.com)
- The fan coil unit in your condo is found in the closet where the laundry is located
- Proper fan coil maintenance includes (but may not be limited to) the following:
  - o Change the main fan coil filter approximately every 3 months (more often for higher frequency fan usage)
  - o Keep the laundry closet, including the floor, properly cleaned and dusted
  - o Clean out the lint basket in your dryer after every use
  - o An additional lint filter can be found in the duct work which runs from your dryer vent through the wall of the laundry closet (eventually venting through the exterior wall of the building). This filter looks like a small, plexi-glass, trap door. The filter should be removed and cleaned on a regular basis (once per week or as needed).
- Many residents prefer to hire a contractor to come in once per year (or as needed) to perform a complete maintenance check on their fan coil unit, and this is advisable.
- Our suggested contractor for fan coil maintenance and repair issues is:

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