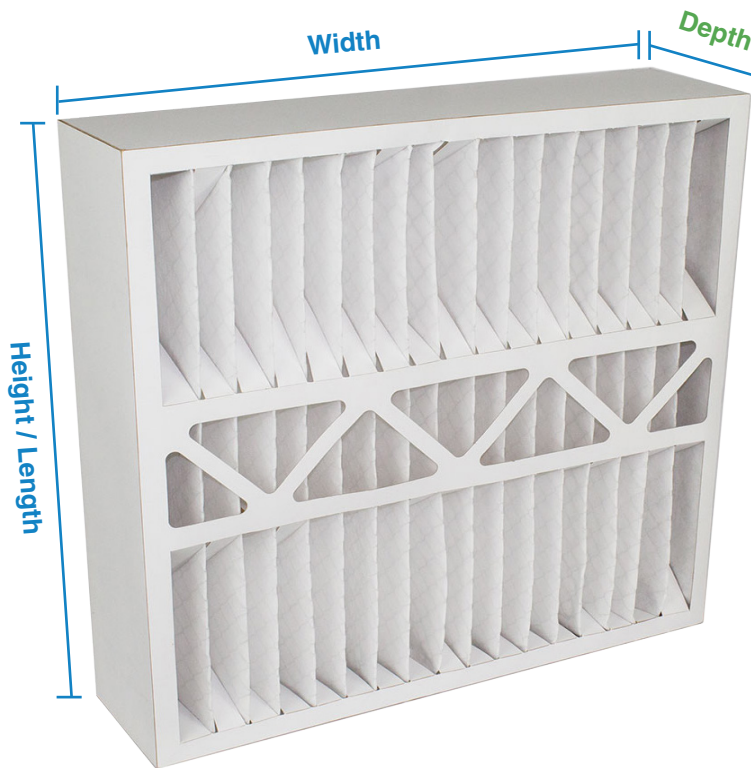


HOW TO MEASURE YOUR AIR FILTER



Step 1:

Measure Length and Width (L x W)
If your filter is not a square, the smaller size goes first.

Step 2:

Measure the Depth (D). This is the thickness of your filter.

Step 3:

Put measurements together
(L x W x D).

ACTUAL VS. NOMINAL SIZE

ACTUAL SIZE: A filter's true dimensions - 19½ x 19½ x ¾

NOMINAL SIZE: Rounded number used by manufacturers - 20 x 20 x 1

When needing to replace your filter, these simple steps will help you measure the right dimension. Remember, regular maintenance of your cooling and heating system is essential to ensure it operates efficiently. Proper maintenance will keep good air quality, increase the life span of your system, and consume less energy - lowering your bills.

Your filters should be changed every 30 to 90 days depending on the type and efficiency of your filter. However, according to Energy Star (www.energystar.gov), filters should be changed every month during peak summer and winter months when your HVAC system is operating at highest capacity.

For safety, turn off your HVAC unit before attempting to change the filter. If you can't figure out how to turn off the unit, turn off the breaker. Most air filters are located to the right or bottom of the unit and should easily pull out of the slot. Although not common, some filters are found in air vents instead. If that is the case, you might need to contact a professional for assistance.