



# How to Do Regular Air Conditioner Maintenance.

*The 3 steps you cannot miss  
on your regular service.*

**“Good air conditioning  
guarantees better  
rest, relaxation and  
mental and physical  
health.”**

*Tenmen Electrical*

# Introduction

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In most Australian homes, air conditioning has become a necessity as the intense summer heat can make it difficult to find enough comfort and relaxation.

A good air conditioning system can enhance air quality and health, leading to greater comfort and quality of life. But having an air conditioner is not enough. It is also important to make sure that the air conditioning is operating in its best condition.



Tenmen always advises to do periodic maintenance on your air conditioners in order to guarantee that it stays in excellent working order for many years.

## Why is it important to properly maintain your AC?

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Some of the most important reasons for maintaining your air conditioner are:



**Increase the lifespan of your unit:** good maintenance can extend the lifespan of your unit and it will also prevent breakdowns from occurring.



**Reduce costs:** maintenance is synonymous with savings. A mal functioning air conditioner with too much dust and debris in its filters can multiply the normal consumption of electricity by five.



**Care for health:** poor air conditioning maintenance might increase your risk of respiratory illnesses such as bronchitis, rhinitis, and pharyngitis. When the filters are dirty, they harbour dust, mould, mildew, and bacteria, all of which have a negative impact on the respiratory system.



**Say goodbye to bad smells and noises:** another consequence of poor air conditioner maintenance is the development of bad odours or performance issues. Noises may start to appear in the unit, and you may notice that the air conditioner is not cooling or heating properly.

# The 3-Step Process

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By now you may be wondering; What do I need to do to maintain my air conditioner?

Well, do not miss the following points, because we explain step-by-step what you have to do.

**⚠ Note:** This is only applicable to split systems. Ducted air conditioners are harder to service and we highly recommend contacting a professional.



When air filters get dirty, they reduce performance and lower the quality of the air you breathe. Clean them once a month or more frequently if necessary, depending on how often you use it.

**⚠ The unit must be turned off before cleaning.**

1

## Clean the indoor unit

Remote control, cover and front panel

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- Use a dry cloth to clean the indoor unit and remote.
- The front panel of the indoor unit can be removed for washing. Gently remove it, and dry it with a soft, dry cloth after washing it.



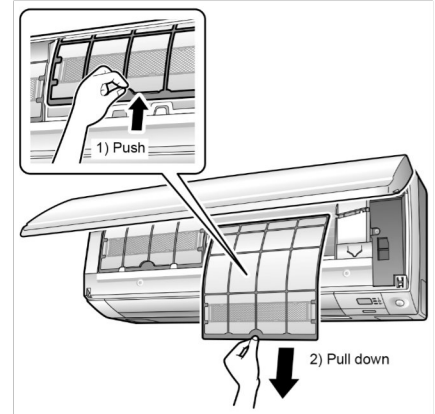
If the indoor unit is very dirty, use a cloth moistened with water to clean it, without chemicals. Do not use sandpaper or polishers to clean the unit.

# 2

## Clean the filters

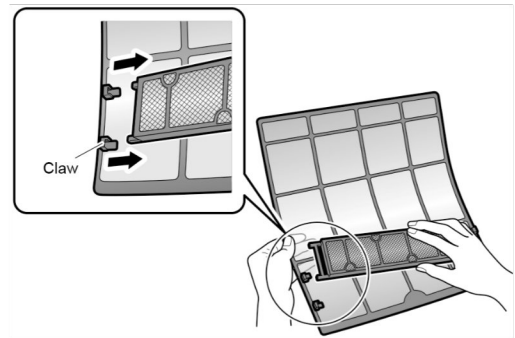
### STEP 1: REMOVE FILTERS

- 1.1 Open the front panel slightly to access the filters.
- 1.2 Hold the hook of the air filter and lift it slightly to separate it from the filter holder and pull down.



### STEP 2: REMOVE DEODORISING AIR-PURIFYING FILTER

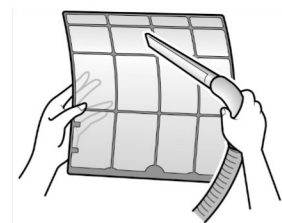
- 2.1 Remove the air filters as described in step 1.
- 2.2 Unhook the four claws while holding the recessed parts of the frame.



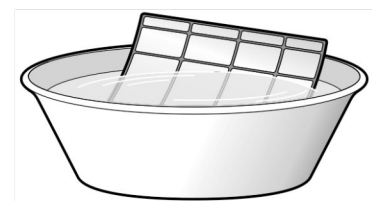
Check for activated carbon filters (left side) or HEPA filter (right side). Only some models have these filters. The way to remove and install these filters varies between different models. It is recommended to replace them every 4 to 5 months.

### STEP 3: CLEAN THE FILTERS

- 3.1 Clean the air filters with a vacuum cleaner.



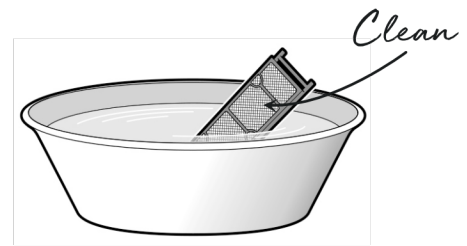
If the dust won't come off easily, wash the air filters in lukewarm water with a neutral detergent, then dry them in the shade.



- 3.2 Clean or replace the deodorising air-purifying filter.

### **CLEAN**

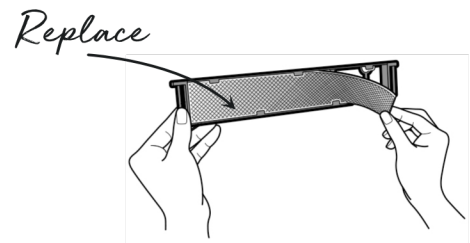
Vacuum it up and soak it in luke-warm water for 10 to 15 minutes. Shake off any excess water and hang to dry in the shade.



### **REPLACE**

Unhook the four claws while holding the recessed parts of the frame.

Do not throw away the filter frame. When replacing a filter, keep the filter frame.



**⚠ Do not wash with water over 40°C. It may cause damage to some components.**

## **3**

### **Clean the outdoor unit**

If your outdoor unit is on the ground, ensure there are no leaves blocking the air exit. Also, if it is easily accessible and does not pose a risk to you, you can clear dust from the external vents with a vacuum cleaner or a brush.

Leave the rest for your yearly service and get it done by an AC expert.



The proper maintenance for the outdoor unit is somewhat more complicated and delicate because it is where the refrigerant gas is located and the unit is usually installed on the facade. That is why it is advised to have this unit handled by a professional.

# How often should I do basic air conditioner maintenance?

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It really depends on each air conditioner and its usage. There are people who use them sporadically a couple of months a year, while others use them throughout the year taking advantage of the heating programs for the winter.

The age of an air conditioning system also impacts on its maintenance requirements; the older the equipment, the more tests and maintenance it needs to guarantee its proper operation. Additionally, air conditioners used for commercial purposes and set up at room temperature all year round will need to be serviced more regularly.

In terms of simple regular maintenance, we recommend doing it monthly if you use your air conditioner frequently and waiting longer if you don't. However, if you check your unit, you will be able to see when it is time to have it serviced.

**⚠️ If you notice mould or dirt inside, or suspect a clogged drain, it's time to have the unit professionally cleaned to avoid future problems.**



At Tenmen Electrical, we recommend that our clients get their home air conditioner professionally serviced once a year. If the equipment is large and used in a commercial setting, it should be serviced at least twice a year.

## Final Note

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Many people believe that having a maintenance plan is costly, yet air conditioning maintenance is economical. The repercussions of not having one are costly.

Apart from the obvious increase in the risk of breakage, dirty or clogged coils will reduce the operating efficiency of the system and cause higher operating costs and power consumption.

As the saying goes: **"An ounce of prevention is worth a pound of cure."**

# What's next?

If you've read the entire guide and still have questions about the maintenance procedure, or if you've realised you require more than basic maintenance, follow these steps:



1

## Step one

### Contact your local technician

If you want to make sure your air conditioning is clean and in good working order, contact your local technician. If you live on the Sunshine Coast, you can contact Tenmen Electrical via phone at 1300 836 636 or via email at [admin@tenmenelectrical.com](mailto:admin@tenmenelectrical.com)

2

## Step two

### Get a quote & book a service

At Tenmen, we'll give you info on our pricing for different levels of services as well as our way of working. If you are happy to go ahead, we can schedule an appointment as soon as you call so you can enjoy your air conditioning as soon as possible.

3

## Step three

### Sit back and relax

Our friendly and professional team will arrive at the agreed upon time and complete your service. We usually have the necessary equipment and spare parts for air conditioners to fix any problems on the spot.

## What it's like to Work with Tenmen

4.8    
Over 140+ Reviews

★★★★★

Highly recommend this group. We had Jordan come to your home and do a service clean of our split system air conditioning unit. He was professional, organised and very polite. After initial clean he even had time for a quick chat which is a rarity today. Will definitely call on the team from Tenmen Electrical again.★★★★★”

- Shelley H.

★★★★★

“Isaac was very prompt coming to see the job location and discussed in detail what was needed... He sent quotes through and followed through with the Fully Ducted Air Conditioning job very professionally and fast...All his men were very professional, courteous, on time, the job was completed within the day...No mess was left...And I love it!!!! I would definitely recommend Tenmen Electrical to anyone needing an Electrician. Good on you Guys... What a team 😊”

- Sally H.

★★★★★

“Isaac & his team have done a couple of big jobs for me now, incl solar, an aircon, fans & 2 new lights. Big investments & I know it is quality workmanship. All the team are polite, respectful & hardworking... this is just as important... caring for customers is dropping off a bit these days, but not with Tenmen.”

- Vickie O.

#### Accredited and Insured

We have the necessary accreditations, insurances and experience to carry out any kind of electrical, solar and air conditioning installation.





# Contact us!



## 1300 836 636

[www.tenmenelectrical.com](http://www.tenmenelectrical.com)

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