How Furnaces Work

How do furnaces work?

A furnace will transfer outside air to heat and circulate it through your home. The air is warmed by a natural gas burner inside the furnace. Furnaces use electricity to power the fan and motor, so if the power goes out, your furnace will not work.

The furnace filter filters out things in the air brought into the furnace. If your furnace filter becomes dirty or clogged, the air in your home will be dirtier and your furnace may not work. If a contractor is called to your home because there is no heat and your furnace filter is dirty, you may be charged this cost. It is important to check and replace your furnace filter regularly to keep your air clean and your furnace working better.

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How do I check and replace the furnace filters?

The Tenancy Management Team (or your Site Manager) should have shown you how to replace the filter when you moved in. The filter is located between the cold air intake and the furnace. Some furnaces may have a small cover over the filter. Open the door as you were shown to check the filter or slide the filter if it is visible.

The filter will have an arrow on it showing the direction the air is moving. The filter will also have a number on it showing the size of the filter.

Pull the old filter out – it will be full of dust and debris. Try to look through the filter. If you can look through it easily, the filter does not have to be replaced yet. If not, put the old filter in a trash bag to catch the dust.

Slide the new filter into the same spot between the cold air intake and the furnace. Ensure the arrow is pointing towards the furnace. Put the cover back in place.

> If you live in a townhouse, your home is heated by a furnace.

How can I keep my furnace working safely?

– Check your furnace filter every three months to make sure it is still clean. If the furnace filter is dirty, replace it with a clean one. You can buy a furnace filter at most stores.
– Make sure you buy the right size filter as there are many options depending on the furnace.

- Never plug or cover vents in your home. These bring in air for the furnace and spread the warm air through your home. If you cover the vents, the air cannot move.
- Keep the area around your furnace clear by at least 6 feet.
- Do not run the furnace with the fan door removed. Do not play with the furnace switch or other parts of the furnace.

What if I have no heat in my home?

- Check your thermostat on the wall.
- If the thermostat is set, check that the furnace is working.

- If you can hear the furnace making sound, check the vents in the bedrooms and living rooms. Make sure they are clear.
- If the air coming out of the vent is cold or there is little air, check your furnace filter.
- If the furnace filter is dirty, replace it with a clean filter.

If there is still no heat, call your Site Manager or the Civida Maintenance Department at 780-420- 6161. If after hours, call the Civida after hours emergency line at 780-420-6161.