

### **WARNING**



Electric Shock Hazard.  
Can cause injury or death.  
Disconnect all remote electrical power supplies before servicing.  
Unit may have multiple power supplies. Unit must be connected to a grounded power supply in accordance with national and local codes.

1. Inspect exterior hoods and vents at least once a month and make sure exhaust and fresh air supply hoods are not blocked or restricted by leaves, grass, or snow. In winter, it is especially important to make sure snow is not blocking the hoods or that frost has not built up on the wire mesh (bird screen).

### **IMPORTANT**

Blockage of hoods or vents may cause an airflow imbalance.

2. Clean or replace air filters 4 times a year. Clean factory provided MERV 6 polyester filter and replace MERV 13 paper framed filter:
  - a. Disconnect power to the unit.
  - b. Open access door.
  - c. Slide the core out slightly.
  - d. Remove filter clips if present.
  - e. Remove filters off the core.
  - f. Rinse filters with water or a combination of mild soap and water. Do not clean in the dishwasher (not applicable for MERV 13 filters).
  - g. To reassemble, place clean filter(s) – wet or dry – back into their positions against the core and return clips to their original position.
  - h. Slide core back into its original position.
3. Clean core and inside of cabinet 2 times a year
  - a. Disconnect power to the unit.
  - b. Open access door.
  - c. Carefully grip ends of core and pull evenly outward. Core may be snug, but will slide out of the channel.
  - d. Remove filters as above.
  - e. ERV Core - vacuum ONLY to clean core, do not get wet.
  - f. Install clean filters.
  - g. Wipe down the inside of the cabinet with a damp cloth to remove dirt, bugs, and any debris.

### **IMPORTANT**

Vacuum ONLY to clean ERV core.

4. Install clean core as follows:
  - a. Install the bottom flange of the core guide into the bottom H channel approximately 1/4" (6 mm).
  - b. Install the left or right side flange of the core guide approximately 1/4" (6 mm) followed by the other side flange.
  - c. Install the top flange of the core guide into the top H channel approximately 1/4" (6 mm).
  - d. With all four corners in place and the core straight and even, push hard in the center of the core until the core stops on the back of the cabinet.  
NOTE: Core will appear to stick out from cabinet approximately 1/8" (3 mm). This is designed this way so that the access door will fit tight against the core.
5. Clean drain (condensate) line 2 times a year. Inspect drain line, drain spout, and P-trap for blockage, mold, or kinks in the line. Flush with warm soapy water and replace line if worn, bent, or cannot be cleaned.
6. Clean duct system if required. The duct system may accumulate dirt. Wipe and vacuum the inside of the duct once every year. (A capable HVAC service company will best perform this procedure.)

## Homeowner Maintenance Information (continued)

7. Motors are maintenance free, however, impeller blades must be cleaned.

NOTE: Impellers may accumulate dirt causing an imbalance and/or excessive vibration of the HRV/ERV unit. A reduction in the airflow may also occur. In new construction, this may result within the first year due to heavy dust.

- a. Disconnect power to the unit.
- b. Open access door.
- c. Remove the core.
- d. Remove ducting (metal and/or flexible insulated type) from the ports which are connected immediately in-line with the fan assembly.
- e. Use a small brush and scrub individual fan blades until clean. Avoid moving or damaging balancing flat weight (clip is usually found on one or more of the fan blades).
- f. Vacuum and wipe out.
- g. Reassemble. Be sure ducting is attached firmly. Seal and tape insulation and moisture barrier.

A capable HVAC service company will best perform this procedure.