



## **Time to change your furnace filter**

*A new filter will improve comfort, generate savings, and ensure your furnace fan has a longer life*

A new filter will mean improved indoor air quality and savings on your heating bill. Daylight Savings is a perfect time to remind Canadians to change their furnace filter.

Vladan M. Veljovic, President & CEO of GreenSaver, a leader in home energy assessments, offers a simple step-by-step guide on how to check and change a furnace filter.

### **How to change your furnace filter:**

1. Locate the filter. Some models will have the filter on the side in between the main air duct and the furnace. For other models, you may have to remove the front lower panel on the furnace to get at the filter.
2. Once you've turned off the furnace, gently pop open or pull down the panel door with your hands; tools usually aren't needed.
3. Look for a framed-mesh rectangular screen inserted either horizontally or vertically near the intake-outtake blower.
4. Carefully slide the filter screen out and look for brown, dusty buildup on the mesh screen. This is an indication of a clogged or dirty filter. It will need to be changed.
5. If you have a reusable plastic-frame or metal-frame filter, use a hose to rinse away the dust particles on the screen in the backyard or sink.
6. Let it dry and reinstall.
7. If you have a disposable cardboard-frame filter, locate the filter number and size on the side of the frame. Write down the size and then dispose of the dirty filter. Buy a new furnace filter of the same size (available at hardware and home supply stores).
8. Finally, take a look for the "MERV" rating on the filter; the higher the MERV rating, the better the filtration. Make sure that your furnace technician approves a change to a high efficiency filter. Some of the filters with higher MERV ratings will reduce the amount of air passing through the furnace and affect its performance.

**For more tips on how to make your home more energy efficient, or for a quote on a home energy audit, visit [www.greensaver.org](http://www.greensaver.org) or call (416) 203-3106.**

*GreenSaver is an independent non-profit corporation dedicated to environmental energy efficiency. They have pioneered Ontario residential energy conservation for 25 years and have a successful history of performing both economically viable and environmentally friendly measures to help individuals and organizations with their energy needs.*