

**BECAUSE OF THE LARGE NUMBER OF COOLERS WE MAINTAIN, AND IN ORDER TO ACCOMMODATE THE PLUMBING CONTRACTOR'S SCHEDULING REQUIREMENTS, COOLERS ARE SET UP FOR USE STARTING IN APRIL AND ARE CLOSED FOR THE WINTER STARTING IN OCTOBER.**

**TO THE OCCUPANTS OF SWAMP-COOLED UNITS/HOUSES**

Please note the following instructions are given in swamp-cooler manuals.

Each year (especially when the humidity gets high) we have repeated call-outs with regard to swamp-coolers that are "blowing hot air, not cooling off" etc.

Repeatedly we and/or our technicians tell tenants that you cannot close up your house or apartment completely and expect a swamp cooler to work...and repeatedly, not one believes us.

The following is an actual excerpt from a cooler's manual. Please read and follow accordingly to assist us in cutting down the unnecessary call-outs/charges.

**OPEN WINDOWS TO EXHAUST AIR**

An often-misunderstood concept of evaporative cooling is the amount of air that should be exhausted. How much should you open your windows? The fact is that most people do not open their windows enough. The following two methods will help you determine the amount to open your windows.

1. You should allow an opening of at least 2 square feet (288 square inches) for each 1000 CFM rating of your unit. Multiply the number of windows by window width in inches and divide this into the number of square inches required for your size unit. This will give you the height to open windows. (Four 36-inch wide windows should be opened 6 inches each.)

**CHAMPION AIR BALANCING METHOD**

1. Take a piece of tissue paper and cut it lengthwise into 3 equal strips.
2. Turn your cooler on high cool.
3. Open one window at least six inches wide in each room that you want to cool.
4. Take the piece of tissue paper and put it up against the screen of the open window furthest from the cooler discharge opening. Let go of it. It will do one of three things.

<b>IF</b>	<b>it falls down</b>
<b>THEN</b>	<b>CLOSE all of the windows one inch and try step 4 again</b>
<b>IF</b>	<b>it plasters itself to the screen</b>
<b>THEN</b>	<b>OPEN all of the windows one inch and try step 4 again</b>
<b>IF</b>	<b>it stays on the screen lightly</b>
<b>THEN</b>	<b>PERFECT...you are done. Enjoy your cooler.</b>

**NOTE:** When switching to low cool, you must rebalance your home. Repeat step 4

Once you balance your home you can cool some areas more than others by opening those windows more and closing the others by the same amount. Repeat step 4 to make sure your home is still air balanced.