

Free Air Con Health Check Workbook

Complete the course, tick the checklist and keep the notes for your next clean.

How to use this workbook

Watch the course videos, then work through the checklist below. If two or more items apply, the unit is probably ready for a closer inspection or professional clean. Keep the workbook with your booking notes.

Checklist

1. Musty smell

Does the unit smell musty when it starts?

2. Dust returns fast

Are the filters dusty again soon after cleaning?

3. Visible buildup

Can you see dark buildup inside the vents or fan barrel?

4. Weak airflow

Does the airflow feel weaker than it used to?

5. Overdue service

Has it been more than 12 months since a professional clean?

6. Humid or coastal area

Is the property in a humid or coastal location?

7. High-use room

Is the unit in a bedroom, clinic, gym, childcare area or busy workplace?

Next step

0 to 1 yes answers: keep filters clean and check again later. 2 to 3 yes answers: book a deeper look. 4 or more yes answers: rebook a professional clean.

Free Air Con Health Check Workbook

Safe filter cleaning notes and course completion prompts.

Filter cleaning steps

- ☐ 1. Turn the unit off before you start.
- ☐ 2. Open the front cover to expose the filters.
- ☐ 3. Slide the filters out by pulling them towards you.
- ☐ 4. Wear a mask if there is a lot of dust.
- ☐ 5. Take the filters outside or to a bathtub.
- ☐ 6. Use a safe biodegradable cleaning solution if they are very dirty.
- ☐ 7. Rinse from the back first, then turn them over and rinse again.
- ☐ 8. Leave the filters to dry fully before putting them back.

Course notes

- 1. What grows inside an air con
- 2. Why coastal humidity matters
- 3. What you can safely clean yourself
- 4. When a professional deep clean is needed
- 5. How to check your home or business

Completion notes

What to do next

If the checklist points to a dirty or overdue system, book a professional deep clean. If the unit is only lightly affected, keep the filters clean and check again before peak season.