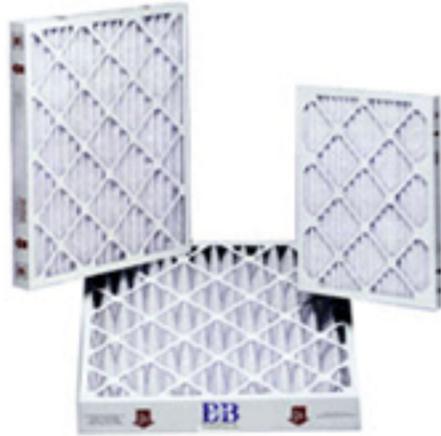


Act now and get a discount on your heating maintenance visit.

# Early Maintenance Discount

Call to schedule your heating maintenance by September 15th and receive 5% off!\*

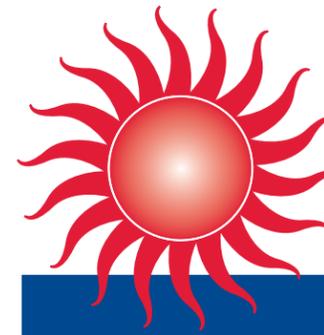
\*Discount must be requested when scheduling appointment.  
Not valid on existing maintenance contracts.  
Maximum value \$100.



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**ADVANCE**  
AIR & HEAT COMPANY INC.



Fall Newsletter 2008

## There's No Such Thing as Free Cooling...Is There?

In a perfect world, free cooling would be available all the time to everyone - along with free ice cream and small waistlines. In the real world, free cooling is one of those available for a limited time, small upfront cost type of deals. But, despite its limitations, the upfront investment has a very fast return, saves energy and operational costs and is good for the environment.

**FREE COOLING!**

One of the simplest ways to get free cooling is by installing an economizer on your rooftop unit. An economizer is a damper, or adjustable opening, that is controlled by a sensor which measures one or more of three things: outside air temperature, outside air humidity, and/or CO2 levels of inside air (for air quality purposes). The sensor uses these measurements to determine the most energy-efficient way to condition the air. It compares the temperature and humidity of the outside air to the return air from inside the building and then sends whichever air is cooler to the unit. The cooler the air is to begin with, the less energy is needed to condition it. When the outside air hits low enough temps, the AC compressor doesn't need to run at all, hence, free cooling!

Outside air that is at or below 70°F can be used to reduce the cost of operating your air conditioning. The point at which cooling becomes free depends on both temperature and humidity levels, but generally free cooling is available at or below 55°F outside temps. For New Bedford, the average temps are at or below "free cooling" temps for at least six months out of the year (source: www.weather.com). If your facility only uses cooling for the other six months out of the year, you may not receive a justifiable cost-benefit. But, many facilities such as computer rooms, industrial/processing plants, restaurants, large office buildings, etc. require year-round cooling. For them, free cooling means big savings.

To maximize savings, economizers need to be programmed initially and maintained regularly. Moisture and dirt can cause the damper to stick which can waste energy and even cause damage to equipment. When programmed and maintained correctly, an economizer will save you 14-40% each year on your energy bill. For an estimate, call us today!

For more options for free cooling, visit us on the web at [www.advanceair.net](http://www.advanceair.net).

## Holy Copper Thieves Batman!

Where is Batman when you need him? Because it sure feels like Gotham City when you hear tales of ruthless bandits stripping buildings of their copper piping in the night! They literally cut the pipes right off of HVAC units and plumbing fixtures, leaving behind thousands of dollars of damage, only to turn it in for some quick cash at the local scrap yard.

Though copper crime has been around for a long time, the rising prices have made thieves bolder and thefts more prevalent. Financial reports in July indicated copper prices were around \$3.81 per pound, compared to around 75 cents per pound five years ago - an over 400% increase!

### *What's Inside...*

*There's No Such Thing as Free Cooling...Is There?*

*Holy Copper Thieves Batman!*

*Moving to a New Facility*

*Is Your New Facility Ready for You?*

*Three Quick Tips to Stay Ahead at the Gas Pump*

[www.advanceair.net](http://www.advanceair.net)

-Continued on Page 3

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## Moving to a new facility?

Moving can be stressful, but if planned well, you can avoid a great deal of extra time and hassles. Whether you're performing the move yourself, or hiring a professional, detailed labeling on all items will save you a lot of headaches later.

Here are some tips for a smooth move:

**1. Location Tags** – Note where item is to be moved, including floor, room or area number. If rooms/areas are not visibly numbered, create temporary room labels by taping numbers to doors or wall sections.

**2. Do Not Move Tags** – Perhaps more important than labeling where to move items, is to label which items are NOT to be moved. You don't want to waste time and money moving things back to where you started!

**3. Box Contents Labels** – Facilitate efficient unpacking by labeling the contents of each box/item. Be specific when cataloging items and you'll avoid a scavenger hunt later.

**4. Fragile Items** – Always mark fragile items clearly and detail any specific special handling needs on the box. Communicate all special handling needs to your mover before and during move.

**5. Tag All Components Separately** – Furniture and computers will be broken down to facilitate moving, therefore individual components and parts must be labeled separately (ex. each desk section and hutch and computer monitor, CPU, keyboard, battery back-up). Don't forget to label small items such as trash bins, white boards, etc.

**6. Label Sides of Boxes** – Cartons are generally stacked when moved, so labels on box tops will be unreadable. Label box sides instead - on at least two sides.

**7. Desks & Credenzas** – These furniture items are usually moved on end and should be empty to avoid loss or damage of contents. Label should be placed on the top surface.

**8. Photocopiers** – Many require service by manufacturer or service contract agent before being moved in order to keep the warranty intact. Always follow appropriate shut down procedures for moving photocopiers.

**9. Bookcases and Storage Cabinets** – Pack contents in separate boxes. Label and remove each shelf and store removable pegs in a safe place so they're not lost during the move. Place label on side or top of bookcase.

**10. File Cabinets** – Vertical cabinets can be moved with contents still inside. Secure sliding file holder mechanism tightly against folders in each drawer to keep files in place. Due to the light construction of horizontal cabinets and their immense weight when full, they should be unloaded to avoid damage to the cabinet and the mover.

Accidents can happen, even in the most organized move, so it's a good idea to review your corporate insurance policies to make sure that business equipment, appliances and furniture are itemized and covered before, during and after the move. Also check with your mover to ensure appropriate insurances. Good luck with your move!

## Three Quick Tips to Stay Ahead at the Gas Pumps

1. Buy gasoline in the early morning or in the evening. The density of gas is highest during these times. Since it is sold by volume, not density, you'll actually get more of the good stuff for the same amount of money.
2. On the highway, use AC instead of opening the windows. At speeds over 35 mph, the AC actually uses less fuel than open windows. Open windows cause drag, reducing aerodynamics and increasing fuel consumption. Not to mention how badly it messes up your hair.
3. Don't be idle. Idling uses between ½ to ¾ gallons of gas per hour. Those minutes during the day add up fast and there's really no need. Even in cold weather, a 30-second warm-up is sufficient for your engine.



## Is Your New Facility Ready for You?

When moving to a new facility, it's a good idea to familiarize yourself with your HVAC systems. Check the age of the units to avoid unexpected capital expenses in your near future. Make sure that the units are in decent shape for their age and that they are running the way they should be. Units that are not maintained properly can be functioning way below normal efficiency. And lastly, make sure that it has the right HVAC system for your business needs. Every tenant is different, the same space may have very different heating and cooling needs depending on what the space is used for and how it is divided.

Here is an example of our typical New Facility HVAC Review:

1. Catalog age and condition of all HVAC equipment.
2. Evaluate operations of all HVAC equipment.
3. Make recommendations for repairs, if needed.
4. Provide unit replacement timeline and budget, if needed.
5. Develop preventative maintenance plan and schedule.

A facility review can be done before you buy or lease or after you've moved in. But it's always best to know what you're dealing with before the first heat wave or cold snap puts your units to the test!

## Holy Copper Thieves Batman! (Continued from Page 1)

For obvious reasons, most thefts are from vacant or dilapidated buildings, but it's not unusual to see pipes cut off of operating HVAC units after commercial work hours, or while homeowners are away.

Lawmakers have begun to take action to address the issue. A bill, sponsored by state Sen. James Timilty, D-Walpole, would require scrap metal yards and second-hand goods dealers to track their purchases better, making it easier for police to investigate thefts.

To protect your buildings *before* the theft, here are some suggestions from the OneBeacon Insurance Group:

1. If you are planning to be away from your home or business, ask neighbors to keep an eye out for any strange vehicles parked nearby. Contact local police to ask them to do regular check-ins on your facility while you're away.
2. Construction materials stored on-site should be locked securely. Store as little as possible on-site by coordinating just-in-time delivery of materials.
3. Install security fencing, motion-sensing exterior lighting, video surveillance or a monitored alarm system to deter thieves of all kinds.
4. Install locked steel caging around HVAC equipment. This also reduces potential tampering with your equipment by nuisance vandals.
5. Remove unused exterior ladders, stairs or other means of access to building (excepting fire escapes or other safety features, of course).
6. For insurance purposes, record the model and serial numbers of copper containing equipment.

Another recommendation we've seen is to bolt the bottom of a smaller AC condenser to the concrete slab it's on – the idea being that they can't just quickly grab the unit and run - but we don't recommend putting holes in your HVAC equipment without the help of a professional. If none of this works, we could always suggest trying the Bat Signal.

