

Ducted Heat Pump System Air Filter Replacement

Regularly replacing your air filter is one of the easiest ways to improve indoor air quality, reduce energy use, and extend the life of your ducted heat pump system. Follow these simple steps to keep your heat pump running efficiently.

Step 1. Locate Your Air Filter

Your air filter will usually be in one of these places:

- **At the return air grille:** a large metal grille at the top of your central heat pump unit located in the HVAC closet
- **On top of the heat pump unit:** often exposed directly on top of the heat pump unit in the utility closet

**At the return
air grille**



**On top of the heat
pump unit**

Step 2. Turn Off System

For safety and to prevent drawing debris into the system, turn off your HVAC system at the emergency shut off switch, the thermostat, or breaker.

Step 3. Remove the Old Filter

- Open the return grille access
- Slide out the filter carefully to avoid shaking out any dust or debris
- Ensure you have the correct size replacement filter
- Note the airflow direction arrow printed on the filter frame. This should point toward the blower unit or toward the duct

Step 4. Insert the New Filter

Insert the new filter in the same orientation as the old one. Make sure it fits snugly on the frame and the flow arrow is pointing in the correct direction. Close the access panel and secure.

Step 5. Restore the System Power

You're done. Replace your air filter every 3 months or as recommended by your heat pump manufacturer.