

HVAC Equipment Maintenance Checklist Work Order

Work Order No.

Date

Requested By

Location

Equipment ID/Tag

Equipment Type

Checklist

Task/Inspection Item	OK	N/A	Comments/Findings
Check thermostat operation			
Inspect electrical connections & controls			
Clean/replace air filters			
Check refrigerant level			
Inspect belts and pulleys			
Lubricate moving parts			
Inspect condensate drain/pan			
Check fan/blower operation			
Check system start-up and shutdown cycles			
Visual inspection for leaks/no unusual noise			
Other (specify):			

Remarks/Actions Taken:

Technician Signature / Date

Supervisor Approval / Date

