

HVAC Maintenance Planning Template for Buildings

Building Information

Building Name	
Address	
Manager/Contact	
Date	

HVAC System Inventory

Equipment	Location	Model / Serial No.	Install Date	Last Service	Notes

Planned Maintenance Schedule

Date	Equipment	Maintenance Task	Assigned To	Status

Routine Maintenance Checklist

- Change air filters
- Inspect belts and pulleys
- Check and clean coils
- Inspect electrical connections
- Test thermostat operation
- Lubricate motors and bearings
- Check refrigerant levels
- Other: _____

Notes & Observations

Date	Observation/Issue	Action Required	Resolved By	Completion Date