

HVAC Maintenance Report

General Information

Client Name:	<input type="text"/>
Address:	<input type="text"/>
Date:	<input type="text"/>
Technician:	<input type="text"/>
System Type:	<input type="text"/>
Model Number:	<input type="text"/>
Serial Number:	<input type="text"/>

Inspection Checklist

Item	OK	Needs Attention	Comments
Air Filter			
Thermostat Operation			
Belts & Pulleys			
Electrical Connections			
Condensate Drain			
Coils (Evaporator/Condenser)			
Refrigerant Level			
Fan Motors/Blades			
Ductwork			

Findings & Recommendations

Signature

Technician Signature:	<input type="text"/>
Date:	<input type="text"/>