

HVAC Maintenance Report

General Information

Client Name:	
Address:	
Date:	
Technician:	
System Type:	
Model Number:	
Serial Number:	

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

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Signature

Technician Signature:	
Date:	