

# Air Conditioning Service Report Sample Template

This **Air conditioning service report sample template** provides a comprehensive and easy-to-use format for technicians to document maintenance and repair activities. It ensures all critical information, such as system condition, repairs made, and recommendations, is clearly recorded. Using this template helps improve communication between service providers and clients while maintaining detailed service history.

Client & Site Information			
Client Name:		Service Date:	
Address:			
Contact Number:		Technician Name:	

Equipment Information			
Equipment Type:		Model Number:	
Serial Number:		Location:	

Service Details	
Service Type:	<input type="checkbox"/> Preventive Maintenance <input type="checkbox"/> Corrective Maintenance <input type="checkbox"/> Installation
System Condition Before Service:	
Work Performed / Repairs Made:	
Parts Replaced:	
Readings (Pressure, Temp, etc.):	
System Condition After Service:	
Recommendations:	

Approval & Signatures			
Technician Signature:		Date:	
Client Signature:		Date:	