

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:	<input type="text"/>	Service Date:	<input type="text"/>
Address:	<input type="text"/>		
Contact Number:	<input type="text"/>	Technician Name:	<input type="text"/>

Equipment Information			
Equipment Type:	<input type="text"/>	Model Number:	<input type="text"/>
Serial Number:	<input type="text"/>	Location:	<input type="text"/>

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

Approval & Signatures			
Technician Signature:	<input type="text"/>	Date:	<input type="text"/>
Client Signature:	<input type="text"/>	Date:	<input type="text"/>