

Field Service Report: HVAC

This **field service report sample for HVAC** provides a detailed record of maintenance, repairs, and inspections performed on heating, ventilation, and air conditioning systems. It helps technicians document crucial information efficiently, ensuring accurate communication and accountability. Using a standardized template improves service quality and customer satisfaction in HVAC operations.

Service Report Details

Date	2024-07-02	Time In	09:00 AM	Time Out	11:30 AM
Technician Name	John Doe	Report No.	HVAC-2024-0178		

Client & Site Information

Client Name	Acme Corporation	Contact Person	Mary Smith
Site Address	1234 Elm Street, Springfield, CA 95814		
Phone	(555) 123-4567		

Equipment Information

Equipment Type	Air Conditioning Unit	Model	Trane XR16
Serial Number	SN123456789	Location	Roof Top

Services Performed

- Inspected unit for general operation and safety.
- Checked and replaced air filters.
- Cleaned condenser coils and evaporator.
- Tested refrigerant levels and topped up as needed.
- Lubricated all moving parts.
- Checked thermostat calibration.

Observations & Recommendations

The unit was operating within normal parameters after service. It is recommended to schedule the next preventive maintenance in 6 months. Noted minor corrosion on condenser fan blades; suggest monitoring at next visit.

Parts Used

Part Name	Part Number	Quantity
Air Filter 20x25x1	AF-20x25	2
R-410A Refrigerant	R410A-10LB	1 lb

Customer Signature

Name	Mary Smith	Date	2024-07-02
Signature			

Technician Signature

Name	John Doe	Date	2024-07-02
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Signature