

HVAC Maintenance Log Form Sample

Use this **HVAC maintenance log form** sample to efficiently record and track routine inspections, cleanings, and repairs. It ensures systematic documentation, helping extend the lifespan and performance of your HVAC systems. Regular maintenance logs are vital for troubleshooting and compliance purposes.

General Information

Date	<input type="text"/>	Time	<input type="text"/>
Technician Name	<input type="text"/>		
Location/Building	<input type="text"/>		
Unit/Equipment ID	<input type="text"/>		

Inspection & Cleaning Checklist

Task	Completed	Remarks
Check thermostat operation	<input type="checkbox"/>	<input type="text"/>
Inspect air filter; clean/replace if needed	<input type="checkbox"/>	<input type="text"/>
Clean coils (evaporator/condenser)	<input type="checkbox"/>	<input type="text"/>
Check refrigerant level for leaks	<input type="checkbox"/>	<input type="text"/>
Inspect electrical connections	<input type="checkbox"/>	<input type="text"/>
Lubricate moving parts	<input type="checkbox"/>	<input type="text"/>

Repairs & Additional Notes

Description of Repair/Action Taken	Date Completed	Parts Used (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Technician Signature

Name/Signature: