

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		Time	
Technician Name			
Location/Building			
Unit/Equipment ID			

Inspection & Cleaning Checklist

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

Repairs & Additional Notes

Description of Repair/Action Taken	Date Completed	Parts Used (if any)

Technician Signature

Name/Signature: