

# HVAC Maintenance Work Record Form

This **HVAC maintenance work record form** sample template is designed to help technicians document all service activities efficiently. It ensures accurate tracking of inspections, repairs, and routine maintenance tasks for heating, ventilation, and air conditioning systems. Using this form improves workflow management and equipment reliability.

Date of Service:

Technician Name:

Location / Site:

Equipment ID / Serial No.:

Inspection / Maintenance Task	Status (OK/Needs Repair)	Remarks
Check and replace air filters	<input type="text"/>	<input type="text"/>
Inspect thermostat operation	<input type="text"/>	<input type="text"/>
Check electrical connections	<input type="text"/>	<input type="text"/>
Inspect blower components	<input type="text"/>	<input type="text"/>
Test safety controls	<input type="text"/>	<input type="text"/>
Check refrigerant levels	<input type="text"/>	<input type="text"/>
Inspect ductwork	<input type="text"/>	<input type="text"/>

Additional Notes / Actions Taken:

Parts Replaced:

Customer / Site Representative Signature:

Technician Signature:

Submit Record