

# HVAC Maintenance Report Form Sample

The **HVAC maintenance report form sample** provides a structured template to document routine inspections and servicing of heating, ventilation, and air conditioning systems. This form ensures all essential aspects of HVAC maintenance are recorded for optimal system performance and longevity. Utilizing a standardized report improves communication and helps track maintenance history effectively.

Basic Information			
Date:	_____	Technician Name:	_____
Location/Site:	_____		
Equipment ID:	_____	Model / Serial No.:	_____
Reported By:	_____	Contact No.:	_____

System Checks & Findings		
Inspection Item	Pass/Fail	Comments/Findings
Filter Condition	â~ Pass   â~ Fail	_____
Thermostat Functionality	â~ Pass   â~ Fail	_____
Blower Operation	â~ Pass   â~ Fail	_____
Electrical Connections	â~ Pass   â~ Fail	_____
Condensate Drain	â~ Pass   â~ Fail	_____
Refrigerant Level	â~ Pass   â~ Fail	_____
Belts & Pulleys	â~ Pass   â~ Fail	_____
Coil Condition	â~ Pass   â~ Fail	_____
General Cleanliness	â~ Pass   â~ Fail	_____

Service Details	
<b>Work Performed:</b>	
_____	
_____	
_____	
<b>Recommendations / Required Repairs:</b>	
_____	
_____	

Approval & Signatures			
Technician Signature:	_____	Date:	_____
Supervisor / Owner Signature:	_____	Date:	_____