

HVAC SERVICE MAINTENANCE LOG

System Performance Report

Date: _____

Client Name:

Unit Model:

Location:

Serial Number:

Service Task Description	Pass	Action Req.	Technician Comments
Check/Replace Air Filters			
Inspect Evaporator & Condenser Coils			
Check Refrigerant Levels & Pressure			
Inspect Blower Motor & Belts			
Clear Condensate Drain Lines			
Test Thermostat Calibration			
Tighten Electrical Connections			
Lubricate Moving Parts			

Additional Recommendations / Parts Used:

Technician Signature

Customer Signature