

HVAC System Preventive Maintenance Form

General Information

Date

Technician Name

Location

Equipment Details

Unit Model

Serial Number

Type

Preventive Maintenance Tasks

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Clean/Replace Air Filters

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Inspect Electrical Connections

☐

Check Thermostat Operation

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Inspect and Adjust Belts

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Lubricate Moving Parts

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Check Refrigerant Levels

Observations / Notes

Next Scheduled Maintenance

Supervisor Signature

