

HVAC Preventive Maintenance & Energy Tracking Form

General Information

Date

Location/Building

Equipment ID / Description

Technician

Preventive Maintenance Checklist

Task	Completed	Notes
Check and replace air filters	<input type="checkbox"/>	<div></div>
Inspect belts and pulleys	<input type="checkbox"/>	<div></div>
Clean coils	<input type="checkbox"/>	<div></div>
Lubricate moving parts	<input type="checkbox"/>	<div></div>
Check electrical connections	<input type="checkbox"/>	<div></div>
Check refrigerant level	<input type="checkbox"/>	<div></div>
Inspect and clean drains	<input type="checkbox"/>	<div></div>

Energy Usage Tracking

Energy Meter Reading (kWh)

Operating Hours

Remarks / Observations