

# HVAC System Operator Daily Maintenance Log Sheet

Date:

Operator Name:

Location/Unit:

## Checklist

Item	Status	Remarks
Air Filters Checked / Cleaned		
Belts/Tension Inspected		
Lubrication		
Electrical Connections Secure		
Condenser/Evaporator Coil Condition		
Check Refrigerant Levels		
Drain Pans/Cleanliness		
Check Thermostat Operation		
Unusual Noises/Vibrations		
General Visual Inspection		

## Readings

Parameter	Reading	Unit
Supply Air Temp		Â°C / Â°F
Return Air Temp		Â°C / Â°F
Compressor Pressure		psi / bar
Voltage		V
Current		A
Other:		

Observations / Corrective Actions

Operator Signature:

Supervisor Review: