

HVAC Job Sheet Template

Free HVAC job sheet template to record system readings, refrigerant charges, amp draws, and maintenance details on every service call.

Date:

Customer Name:

Address:

Phone:

Job / WO #:

TEMPLATE FIELDS

01 Job Number & Date

02 Customer & Location

03 System Type & Model

04 Serial & Model Numbers

05 Refrigerant Type & Charge

06 Supply/Return Temperatures

07 Filter Size & Condition

08 Capacitor Readings

09 Amp Draws

10 Work Performed

11 Parts Used

12 Recommendations

Additional Notes:

Technician Signature:

Signature

Date

Customer Signature:

Signature

Date

