

HVAC Maintenance Checklist Template

Free HVAC maintenance checklist template for preventive maintenance visits. Walk through filters, coils, refrigerant, electrical, thermostat, and safety checks systematically.

Date: _____

Customer Name: _____

Address: _____

Phone: _____

Job / WO #: _____

TEMPLATE FIELDS

01 Technician Info

02 Customer Details

03 System Info

04 Filter Check/Replace

05 Coil Inspection

06 Refrigerant Level

07 Electrical Connections

08 Thermostat Calibration

09 Drain Line Check

10 Safety Controls Test

11 Performance Readings

12 Recommendations

Additional Notes:

Technician Signature:

Signature

Date

Customer Signature:

Signature

Date

