

YOUR LOGO

Company name

Address · Phone · License #

Preventive Maintenance Report

No. _____

CUSTOMER

SERVICE ADDRESS

DATE

TIME ON SITE

TECHNICIAN

SERVICE TYPE

☐ Preventive maintenance ☐ Repair ☐ Commissioning

FAILURE CAUSE

EQUIPMENT SERVICED

REFRIGERANT

INSPECTION CHECKLIST

#	ITEM	PASS	ACTION NEEDED	NOT CHECKED	FINDING / NOTES
01	Supply airflow vs. design	☐	☐	☐	
02	Condenser coil	☐	☐	☐	
03	Refrigerant charge	☐	☐	☐	
04	Economizer damper	☐	☐	☐	
05	Filters	☐	☐	☐	
06	Condensate drain	☐	☐	☐	

PARTS USED

PART	QTY

SUPPLY AIR TEMP

RETURN AIR TEMP

TEMPERATURE SPLIT (ΔT)

°F

°F

°F

SUCTION PRESSURE	DISCHARGE PRESSURE	SUPERHEAT
_____ psig	_____ psig	_____ °F
SUBCOOLING	COMPRESSOR AMPS	RUN CAPACITOR (MEASURED)
_____ °F	_____ A	_____ μF
STATIC PRESSURE		
_____ in. w.c.		

HEATING

HEATING CHECKLIST

#	ITEM	PASS	ACTION NEEDED	NOT CHECKED	FINDING / NOTES
01	Heat exchanger (visual)	☐	☐	☐	
02	Burners and flame	☐	☐	☐	
03	Venting and draft	☐	☐	☐	
04	Limit and safety controls	☐	☐	☐	

TEMPERATURE RISE	MANIFOLD GAS PRESSURE	FLAME SENSOR
_____ °F	_____ in. w.c.	_____ μA
CO IN FLUE		
_____ ppm		

PHOTOS

Attach photos or list photo numbers: _____

NOTES & RECOMMENDATIONS

RECOMMENDED BUT DECLINED BY CUSTOMER

TECHNICIAN SIGNATURE Name: _____ Date: _____	CUSTOMER SIGNATURE Name: _____ Date: _____
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