HVAC MAINTENANCE LOG

Company Info

HVAC Maintenance Log

Company:	ClimateCare Logistics
Location :	123 Street, Street, Los Angeles, CA 10000
Start Date:	January 29, 2024
Phone number:	222-555-7777
Email Address:	climatecarelogistics@mail.com

Reminders:

Date	Task Description	Performed By	Filter Replacement	Coil Cleaning	Check Thermostat	Inspect Ductwork	Check Refrigerant Levels	Check for Leaks	Additional Notes/Comments
10-Jan-2024	Routine Inspection	Jack M. Barras	N/A	N/A	Yes	Yes	Yes	No	System operating within normal parameters.
15-Feb-2024	Filter Replacement	Jeff P. Smith	Yes	No	No	No	Yes	No	Replaced with new HEPA filters.
20-Mar-2024	Spring Maintenance Check	Moisse S. Sharkey	Yes	Yes	Yes	Yes	Yes	No	Cleaned coils and ensured proper refrigerant levels.
25-Apr-2024	Filter Replacement	Herbert L. Neff	Yes	No	No	No	Yes	No	Upgraded to high-efficiency air filters.
30-May-2024	Annual HVAC System Tune-Up	Fred T. Spillane	Yes	Yes	Yes	Yes	Yes	No	Checked and calibrated thermostat settings.
5-Jun-2024	Filter Replacement	Paul M. Moore	Yes	No	No	No	Yes	No	Replaced filters with allergen-reducing filters.
10-Jul-2024	Mid-Year Inspection	Lorraine R. Davis	N/A	N/A	Yes	Yes	Yes	No	System performance remains optimal.
15-Aug-2024	Filter Replacement	Charles S. Macy	Yes	No	No	No	Yes	No	Verified insulation integrity in the ductwork.
20-Sep-2024	Fall HVAC System Check	Patricia J. Garner	Yes	Yes	Yes	Yes	Yes	No	Checked for any signs of refrigerant leaks.
25-Oct-2024	Filter Replacement	Patricia Taylor	Yes	No	No	No	Yes	No	System airflow optimized with new filters.
30-Nov-2024	Winter Maintenance Check	Brian Miller	Yes	Yes	Yes	Yes	Yes	No	Ensured proper insulation in the ducts.
15-Dec-2024	Year-End Maintenance and Inspection	Jennifer Brown	Yes	Yes	Yes	Yes	Yes	No	Prepared system for winter conditions.

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