

HVAC

Identification (Brand/Model): _____

Type of Equipment: _____

Location of System: _____

Filter Type or Number: _____

Filters will be changed every 60 days at a minimum or as needed. During filter change, belt will be inspected and replaced if warranted. Parts will be lubricated if warranted.

_____	_____	_____
Date	Belt replaced/tightened	Lubrication required
Comment: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Signature: _____		

_____	_____	_____
Date	Belt replaced/tightened	Lubrication required
Comment: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
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Comment:		
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Date	Belt replaced/tightened	Lubrication required
Comment:		
Signature: _____		

Condenser will be cleaned, inspected, and lubricated annually in July.

Date	Signature
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Heat exchanger will be annually inspected in September for the following:

- Clean burner;
- Inspect flue pipe for connections and obstructions;
- Inspect cords; and
- Inspect safety controls.

Date	Signature
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Parts used:

January

February

March

April

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May

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June

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July

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August

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September

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October

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November

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December

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