

HVAC Work Order

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WORK ORDER #

DATE

SITE / BUILDING

UNIT ID (AHU / RTU / CHILLER, ETC.)

SERVICE TYPE

☐ Repair

☐ Preventive Maintenance

☐ Installation

☐ Inspection

REFRIGERANT TYPE

REFRIGERANT LEVEL

TASK / ISSUE DESCRIPTION

PARTS / REFRIGERANT USED (COMPLIANCE TRACKING)

PART / REFRIGERANT	QTY	COST

LABOR HOURS

TECHNICIAN CERTIFICATION # (E.G., EPA)

PERFORMANCE READING (BEFORE)

PERFORMANCE READING (AFTER)

TECHNICIAN SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE