

# WINTER MAINTENANCE REPORT

**Your Company Name**

Address

City, State Zip Code

Phone Number

**REPORT  
DATE**

MO.

DAY

YEAR

CUSTOMER

CONTRACT #

STREET

CITY

STATE

ZIP

INDOOR D.B. \_\_\_\_\_ W.B. \_\_\_\_\_

OUTDOOR D.B. \_\_\_\_\_ W.B. \_\_\_\_\_

PHONE

PHONE

PHONE

MODEL NO. \_\_\_\_\_ VOLTAGE \_\_\_\_\_

SERIAL NO. \_\_\_\_\_ PHASE \_\_\_\_\_

NAME PLATE AMPERAGE \_\_\_\_\_ MEASURED AMPERAGE \_\_\_\_\_

RETURN AIR TEMP. \_\_\_\_\_ DISC. AIR TEMP. \_\_\_\_\_ TEMP. RISE \_\_\_\_\_

HUMIDIFIER MODEL # \_\_\_\_\_

AIR CLEANER MODEL # \_\_\_\_\_

☐ CLEANED FILTER ☐ REPLACED FILTER

☐ CLEANED BURNERS ☐ CLEANED BURNERS

☐ CHECKED COMBUSTION ☐ ADJUSTED COMB.

☐ CHECKED FLUE ☐ CHECKED CONDENSATE

☐ CHECKED HEAT EXCHANGER

☐ CHECKED BELTS ☐ REPLACED BELTS

☐ OILED MOTOR ☐ AIR CLEANER MAINTENANCE

☐ CHECKED SAFETIES ☐ REPLACED WATER PANEL

☐ CLEANED FURNACE

☐ CHECKED THERMOSTAT ☐ CHECKED AIR FLOW

☐ CHECKED BLOWER FAN ☐ CLEANED FAN

☐ \_\_\_\_\_

☐ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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☐ \_\_\_\_\_

☐ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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☐ CHECKED BLOWER FAN ☐ CLEANED FAN

☐ \_\_\_\_\_

☐ \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_