

HVAC Service Client Quality Checklist Printable

CLIENT ACCOUNT

CUSTOMER NAME

CUSTOMER PHONE / EMAIL

SYSTEM LOCATION

RECORD DATE

EQUIPMENT TYPE

SYSTEM ZONE

☐

☐

☐

☐

FILTER REFRIGERANT NOTE

EQUIPMENT MODEL RECORDED

☐

☐

☐

☐

AIRFLOW OR TEMPERATURE CHECKED

☐

☐

☐

☐

FILTER OR REFRIGERANT NOTE COMPLETED

☐

☐

☐

☐

CORRECTION / FOLLOW-UP

VERIFIED BY