

Free printable from Deepsel · usedeepsel.com/equipment-maintenance-log-template · Version: September 2026 · One sheet per unit. Keep it in the unit's folder or clipped inside the control panel door, and copy each line into the spreadsheet version at the office.

Equipment Maintenance Log

Unit ID		Customer / building	
Service address		Location on site	
Type	☐ Split AC + furnace ☐ Heat pump ☐ Package / RTU ☐ Mini split ☐ Other: _____	Make	
Outdoor model / serial		Indoor model / serial	
Installed (date)		Parts warranty ends	
Refrigerant	☐ R-410A ☐ R-454B ☐ R-32 ☐ R-22 ☐ Other: _____ _____ Factory charge: _____ lb	Filter size(s) / belt	
Agreement tier	☐ None ☐ Bronze ☐ Silver ☐ Gold	Access notes	

Service history

One line per visit. Type: M = maintenance, R = repair, I = inspection, W = warranty, E = emergency, N = new install. Refrigerant added is pounds and type; the EPA requires that line on any appliance holding 50 lb or more, and it settles arguments on the small ones too.

[illegible]

Date	Type	Tech	Work done / findings	Readings (ΔT , static, μF , amps, pressures)	Parts replaced	Refrig. lb, type	Inv. #	Next due

Open items and recommendations

Anything found and not fixed on the day: worn parts, readings drifting toward the limit, code issues pointed out to the customer. Write the date you told the customer.

Date found	Finding / recommendation	Customer told (date, how)	Resolved (date, invoice #)

Keep this sheet at least three years (EPA refrigerant records and the IRS both ask for three), five if you hold a California contractor license, and for the life of the unit if a parts warranty is still running. The spreadsheet version with lookups and next-due formulas, and the printable checklists that feed it, are free at usedeepsel.com/checklists.