

Free printable from Deepseal · usedeepseal.com/hvac-filter-change-log-template · Version: September 2026 · One sheet per unit.
Tape it inside the filter access door or on the return grille frame, or keep it in the unit's folder, and copy each line into the spreadsheet version at the office.

HVAC Filter Change Log

Unit / system ID and location		Filter location on the unit	☐ Return grille ☐ At air handler / furnace ☐ Other: _____
Nominal size (L × W × D) × quantity	_____ × _____ × _____ × _____	Actual size (measure the old filter)	_____ × _____ × _____
Filter type	☐ Fiberglass ☐ 1" pleated ☐ 2" pleated ☐ 4–5" media ☐ Washable ☐ Electronic cells	MERV / rating	
Brand and part number		Where to buy / cost each	
Interval set for this slot	☐ 30 days ☐ 60 days ☐ 90 days ☐ 6 months ☐ 12 months ☐ By pressure drop	Change-out point (maker's final resistance)	_____ in. w.g. (blank if no gauge)
Shortens the interval here (circle)	pets · smokers · construction or sanding · fan set to On · allergies · wildfire smoke · cooking · high occupancy	Responsible for changes	☐ Owner ☐ Tenant ☐ Contractor: _____

Filter checks and changes

Action codes: **K** = checked, left in · **R** = replaced · **W** = washed and reinstalled. Pressure drop is in inches of water gauge, read on the filter gauge with the fan running; leave it blank if the unit has no gauge. Condition of the filter removed: light, moderate, heavy, or damaged. Write a K row every month even when nothing changes; that is the monthly check the interval depends on.

Date	Action K / R / W	Pressure drop before / after	Condition of filter removed	Fit and arrow OK	By	Next due	Notes (reason, site conditions, part number if changed)
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Intervals, with the source. 1-inch filters: check monthly during heating and cooling season, change at least every 3 months (ENERGY STAR); makers typically say 60 to 90 days (EPA). 4- to 5-inch media: 6 to 12 months (Honeywell, Aprilaire, 3M Filtrete, Carrier), 6 months if the fan runs continuously. Washable electrostatic: vacuum every 30 to 45 days, rinse every 1 to 4 months (Air-Care). Commercial air handler with a gauge: change when the gauge reaches the maker's final resistance, 1.0 in. w.g. on Camfil and AAF pleated filters, and check quarterly at minimum (ASHRAE/ACCA Standard 180, ASHRAE 62.1). Change earlier when the filter comes out dark gray, after a smoke event, or when it smells.

Size. The nominal size is printed on the frame of the old filter, along with the airflow arrow. The actual size is about half an inch smaller each way (16x25x1 nominal is roughly 15½ x 24½ x ¾ actual). Measure once, write both above, and the next person orders the right box. The arrow points in the direction of airflow, toward the blower.

Keep this sheet for the life of the equipment warranty (Lennox and Carrier warranty terms exclude damage from lack of maintenance and may ask for proof), and for as long as the lease or the maintenance contract requires reports. Spreadsheet version with a next-due column, and every other free checklist in the set: usedeepsel.com/checklists