Ashford Business Services Ltd

HVAC technician job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number: _____

Date: _____

Customer: _____

Contact number: _____

Job site address: _____

Unit make, model and serial: _____

Refrigerant type: _____

System pressures (before / after): _____

Work description Describe the work to be done as agreed at the meeting.

Parts and materials used

Part / material	Qty	Notes
Filters - size/type	1	
Refrigerant type	12 kg	
Part, e.g. capacitor / contactor	2	
Insulation tape / line-set covers	3	

Labour

Operative	Start	Finish	Hours
Sarah Mitchell			

Completion

Work completed: _____

Follow-up required: _____

Sign-off

Operative: _____ **Customer:** _____ **Date:** _____