[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

HVAC technician site diary

A daily record of what happened on site - protects you if anything is disputed later.

Date: _____

Job number: _____

Site address: _____

Weather: _____

Operatives on site: _____

Refrigerant added / recovered: _____

Work completed today [Describe what was done]

Issues and delays [e.g. waiting on materials, access delayed]

Visitors and deliveries [Who visited, what was delivered]

Sign-off

Recorded by: _____ **Signature:** _____ **Date:** _____