

Example Heating & Cooling

HVAC SERVICE REPORT

DEMO-001

ACTION NEEDED

Example Heating & Cooling

100 Example Street
Kansas City, MO 64105
(816) 555-0100

SERVICE DATE Sep 21, 2026
VISIT TYPE Planned maintenance
TECHNICIAN Example technician

PREPARED FOR

Example customer

200 Example Avenue
Kansas City, MO 64106

SERVICE AT

Example residence

200 Example Avenue
Kansas City, MO 64106

Technician service record for this visit. Measurements are technician observations, not manufacturer specifications.

Some items found on this visit are still outstanding. They are listed under what still needs attention.

VISIT AND SYSTEM

System	HP-01 · Main heat pump
System type	Heat pump
Location	Ground floor
Manufacturer / model / serial	Demo · DEMO-36 · EXAMPLE-001
Installed	2019-05-14
Start	2026-09-21 09:05
End	2026-09-21 10:40
Time zone	America/Chicago
Technician	Example technician
System on arrival	Operating with a problem
System on departure	Operating

Summary for the customer

The system is cooling normally on departure. Cleaning the coil is still outstanding until it can be reached.

WHAT WE FOUND

F1 · Run capacitor

NEEDS REPAIR

Measured 28.4 μ F against a 45 μ F rating; the compressor was slow to start.

Evidence: Run capacitor measured

F2 · Evaporator coil

MONITOR

Could not be reached for cleaning because of storage in the closet.

WHAT WE DID

R1 · Completed

Replaced the run capacitor with a new 45/5 μ F unit.

Addresses: F1 · Run capacitor

Parts:

- 45/5 μ F capacitor × 1

Verification: Resolved · Measurements retaken after repair

- Run capacitor measured: 45.2 μ F — Acceptable to technician
- Compressor amps: 11.2 A — Acceptable to technician
- Temperature split (supply / return): 19.1 °F — Acceptable to technician

MAINTENANCE PERFORMED

Filter replaced	Completed
Condenser coil cleaned	Completed
Capacitor tested	Completed
Defrost cycle checked	Completed
Reversing valve operation checked	Completed
Evaporator coil cleaned	Not completed — Access blocked by storage

MEASUREMENTS TAKEN

These are the values the technician measured on this visit and how the technician assessed them. They are not compared against manufacturer specifications by this report.

Temperature split (supply / return)	17.5 °F — Acceptable to technician
Superheat	11 °F — Acceptable to technician
Subcooling	9.5 °F — Acceptable to technician
Total external static pressure	0.72 in. w.c. — Outside expected range (Filter loaded on arrival)

Run capacitor measured	28.4 µF — Outside expected range (Rated 45 µF)
Compressor amps	14.8 A — Outside expected range

WHAT STILL NEEDS ATTENTION

Findings not repaired and verified on this visit:

- F2 · Evaporator coil — Could not be reached for cleaning because of storage in the closet. (Monitor)

Recommended work and the decision recorded:

Clear the closet before the next visit so the coil can be cleaned.

Addresses: F2 · Evaporator coil

Deferred to a later visit — Example customer

Technician signature / date · Example technician

Customer signature / date

RECORD HISTORY

Record ID	EXAMPLE-0001
Entered by	Example technician
Saved at (UTC)	2026-09-21T15:52:00.000Z
Record source	Technician visit
System revision at time of service	2

Prepared from information entered by the servicing company. Measurements and assessments are the technician's own observations. This report does not certify equipment condition, safety or warranty eligibility, and does not replace any inspection required by a manufacturer, utility or authority.