



DAVAO CITY WATER DISTRICT
GENERAL SERVICES DEPARTMENT
 Building and Ground Maintenance Division

Air Conditioning Service Maintenance Report

User: _____		Unit Location: _____		Date: _____	
Unit	<input type="checkbox"/> Indoor	Rating:	Unit	<input type="checkbox"/> Indoor	Rating:
	<input type="checkbox"/> Outdoor			<input type="checkbox"/> Outdoor	
Make: _____		Make: _____		Type: _____	
Model: _____		Model: _____			
Serial Number: _____		Serial Number: _____			
Component	Condition		Remarks		
Inside Unit	Good	Bad			
Filter X X					
Coil Cabinet					
Cabinet Condition					
Evaporator Coil					
Supply / Return Plenums					
Drain Pan					
Trap					
Drain Lines					
Blower Motor / Wheel					
Blower Motor Capacitor UF					
Wiring					
Thermostat					
Outside Unit					
Condensing Unit Cabinet					
Condensing Unit Pan					
Condenser Coil					
Condenser Coil - Fins					
Condenser Fan Motor					
Condenser Fan Blade					
Contactactor					
Capacitor UF					
Wiring Terminals					
Thermostat Wiring					
System Amperage					
Compressor Terminals					
Compressor Temperature					
Outside Disconnect					
Copper Tubing					
Wiring form Disconnect to Unit					
				Check By: _____	
Name and Signature of Technician: _____		Name and Signature of Requestor/User: _____			
Date: _____		Date: _____		Date: _____	