



Generic Field Service Report Template

2219 / Ross Guillermo / 09476459341 / 23 Nov
2018 / Shane Westley

Complete

| | | | | | |
|------------------------|----|---------------|---|---------|---|
| Score | 0% | Flagged items | 0 | Actions | 0 |
| Field Service # | | | | | 2219 |
| Equipment Owner | | | | | Ross Guillermo |
| Address | | | | | Calle Miguel Henríquez de Luna, 39A, 13610 Campo de Criptana, Cdad. Real, Spain |
| Contact # | | | | | 09476459341 |
| Conducted on | | | | | 23.11.2018 20:12 PST |
| Prepared by | | | | | Shane Westley |

Audit

Field Service Report

Work to be performed

Maintenance

Description of work

HVAC Maintenance. Airconditioner needs clean up and maintenance checks: check the air filters and condenser coil to determine if it needs cleaning. Also, check other parts like the heat pump, electric heater, gas furnace, etc.

Take a photo of the problems identified



Photo 1



Photo 2

Actions performed

Used air conditioner coil cleaner, water hose with a sprayer, and gloves and eye protection. Sprayed and cleaned the outside unit with the coil cleaner. Air filters were replaced. Heat Pump was lubricated.

Have you completed work?

Yes

Defective / Damaged Device Summary Report

Click + to add devices replaced

Device 1

Qty

1

Part #/Date code

179264

Covered under warranty?

Yes

Description of Symptom/Failure/Cause

Air filters dented

Completion

I confirm that the performed work, issues encountered, corrective actions, and follow up action items as stated in this report are accurate.

If the required work is completed and that all issues were resolved; I confirm that system functionality, and any applicable system integration meets the design specifications.

If follow up action items are required; I confirm that I will perform all of the necessary steps to complete all of the follow-up action items that are of my responsibility as stated in this report.

Technician/Service Practitioner Full Name and Signature



Shane Westley
23.11.2018 20:44 PST

End User / Owner Name and Signature



Ross Guillermo
23.11.2018 20:44 PST

Field Service Engineer Name and Signature



Mark Fileupe
23.11.2018 20:44 PST

Appendix



Photo 1



Photo 2