

HVAC Technician Daily Report

Summarize technician mileage, assigned and completed jobs, time, parts, return visits, safety concerns, and daily notes.

Instructions

Complete the report at the end of the workday or shift. Reference the official work order for detailed diagnosis, customer authorization, measurements, and billing.

Technician and vehicle

[] Technician name: _____
[] Date: _____
[] Shift start: _____
[] Shift end: _____
[] Vehicle number: _____
[] Starting mileage: _____
[] Ending mileage: _____

Daily totals

[] Jobs assigned: _____
[] Jobs completed: _____
[] Jobs rescheduled: _____
[] Travel time: _____
[] On-site time: _____
[] Billable time: _____
[] Other paid time: _____

Job summary 1

[] Work-order number: _____
[] Customer or location: _____
[] Arrival/departure: _____
[] Status: _____
[] Parts used: _____
[] Follow-up required: _____

Job summary 2

[] Work-order number: _____
[] Customer or location: _____
[] Arrival/departure: _____
[] Status: _____
[] Parts used: _____
[] Follow-up required: _____

Job summary 3

[] Work-order number: _____
[] Customer or location: _____
[] Arrival/departure: _____
[] Status: _____
[] Parts used: _____

☐ Follow-up required: _____

Issues and follow-up

☐ Return visits required: _____

☐ Parts to order: _____

☐ Customer issues: _____

☐ Equipment issues: _____

☐ Safety issues or near misses: _____

☐ Vehicle or tool issues: _____

Closeout

☐ Parts restocked: _____

☐ Vehicle secured: _____

☐ Open work orders updated: _____

☐ Additional notes: _____

☐ Technician signature: _____

☐ Supervisor review: _____

Important

Customize required fields, timekeeping rules, safety reporting, and record-retention procedures to company policy and applicable law.