[Company name]

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HVAC technician site diary

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

Date	[Date]
Job number	[JOB-0001]
Site address	[Full site address]
Weather	[e.g. dry, 14°C]
Operatives on site	[Names]
Refrigerant added / recovered	[kg and type]

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