

HVAC Filter Change Log

Property / Site Information

Property Name: _____

System ID / Tag #: _____

Address: _____

Technician Name: _____

Unit / Area: _____

Contact Phone / Email: _____

FILTER CHANGE RECORD

Date	Filter Size	Filter Type	Qty	Condition (Before)	Condition (After)	Changed By	Notes

MAINTENANCE FREQUENCY

- ☐ Monthly
- ☐ Bi-Monthly
- ☐ Quarterly
- ☐ Semi-Annually
- ☐ Annually
- ☐ As Needed

NOTES / ADDITIONAL OBSERVATIONS