

HVAC Evidence-First Field Notes

NAME _____

DATE _____

PERIOD _____

Evidence-First Notes

This is a fictional image-and-writing activity. Do not inspect, open, clean, reset, or repair a real HVAC system.

Use this sequence:

1. **Supplied information:** location, complaint, and extra information.
2. **Evidence:** only what the ticket states or the image visibly shows.
3. **Supported concern:** what the evidence could be consistent with.
4. **Limit:** what one image cannot prove.
5. **Next check:** what an authorized adult or qualified HVAC professional evaluates.

The FYF example uses more certain words such as “diagnosed” and “action taken.” For this activity, use cautious evidence language because a classroom image does not provide a complete diagnosis.

Word bank / Banco de palabras: complaint/problema reportado · visible evidence/evidencia visible · possibility/posibilidad · limit/límite · qualified/calificado

Complete frame: The ticket states/shows [clue]. This could be consistent with [possibility], but it does not prove [limit]. A qualified HVAC professional should check [next evidence].

Model evidence-first note:

Ticket 1 Field Note

Frame: The ticket states/shows [clue]. This could be consistent with [possibility], but it does not prove [limit].

Supplied location and complaint:

Visible or stated evidence:

Supported concern using cautious language:

Evidence limit: what the ticket cannot prove:

Qualified next check:

Ticket 2 Field Note

Frame: The ticket states/shows [clue]. This could be consistent with [possibility], but it does not prove [limit].

Supplied location and complaint:

Visible or stated evidence:

Supported concern using cautious language:

Evidence limit: what the ticket cannot prove:

Qualified next check:

Ticket 3 Field Note

Frame: The ticket states/shows [clue]. This could be consistent with [possibility], but it does not prove [limit].

Supplied location and complaint:

Visible or stated evidence:

Supported concern using cautious language:

Evidence limit: what the ticket cannot prove:

Qualified next check:

Ticket 4 Field Note

Frame: The ticket states/shows [clue]. This could be consistent with [possibility], but it does not prove [limit].

Supplied location and complaint:

Visible or stated evidence:

Supported concern using cautious language:

Evidence limit: what the ticket cannot prove:

Qualified next check:

Written-Communication Transfer

Complete frame: A [career] worker records [evidence/work product] so [next person] can [decision/action]. Accurate wording matters because [reason].

Rewrite a vague note into an evidence-first note:

Another career that needs the same skill: _____

What the worker records and who uses it:

How accurate wording changes the next person's decision:
