



MECHANICAL · HVAC

Air Conditioning Inspection Report

Compliance & maintenance inspection of air-conditioning

AC INSPECTION

Result: **Sat / Unsat**

Report no.: _____

SITE / BUILDING	ADDRESS	CLIENT	UNIT ID / LOCATION
DATE OF SERVICE	TECHNICIAN	LICENCE NO.	REPORT NO.

1 Inspection

Manufacturer / AS/NZS 3000

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Indoor unit — condition, mounting, filters and fan clean / sound	☐	☐	☐	
2	Outdoor unit — condition, coil, fan and clearances; level and ventilated	☐	☐	☐	
3	Refrigerant lines — insulation intact; no damage, oil or leaks	☐	☐	☐	
4	Electrical connections — isolator, terminations and condition safe	☐	☐	☐	
5	Thermostat / controller — operates; modes and setpoints correct	☐	☐	☐	
6	Condensate drainage — clear and draining	☐	☐	☐	

2 Temperature differential

MEASUREMENT	READING	EXPECTED	RESULT
Supply air temperature (°C)			
Return air temperature (°C)			
Temperature differential (ΔT)			

3 Maintenance recommendations

RECOMMENDED MAINTENANCE / REMEDIAL WORK

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE

LICENCE NO.

DATE COMPLETED

Guidance only. Inspection and any work must be performed by suitably licensed / **ARCTick** personnel per the manufacturer's requirements. An "unsatisfactory" result indicates conditions requiring rectification.