



MECHANICAL · HVAC

HVAC Annual Maintenance Compliance Report

Comprehensive annual review & compliance statement

ANNUAL REVIEW

Status: **Compliant?**

Report no.: _____

SITE / BUILDING	ADDRESS	CLIENT	SERVICE PERIOD (YEAR)
DATE OF REPORT	TECHNICIAN	LICENCE NO.	REPORT NO.

1 Asset inventory & maintenance status

ASSET / LOCATION	MAKE / MODEL	LAST SERVICED	RESULT	DEFECTS	STATUS

2 Annual compliance summary

AS/NZS 3666 / Manufacturer

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	All scheduled maintenance completed for the period	☐	☐	☐	
2	Identified defects rectified or scheduled for rectification	☐	☐	☐	
3	Refrigerant handling records current (ARClick)	☐	☐	☐	
4	Air-handling / water-system hygiene per AS/NZS 3666	☐	☐	☐	
5	Controls and safety devices tested	☐	☐	☐	
6	Service records and logbook up to date	☐	☐	☐	

3 Outstanding defects & actions

OUTSTANDING DEFECTS, OWNER AND TARGET DATES

4 Compliance status

Annual compliance status: ☐ Compliant ☐ Compliant with actions ☐ Non-compliant

5 Technician certification

I certify that the maintenance recorded above has been carried out for the period stated and that the compliance status reflects the condition of the systems at the date of this report.

TECHNICIAN (NAME & SIGNATURE)

LICENCE NO.

DATE

CLIENT (NAME & SIGNATURE)

POSITION

DATE

Guidance only. This annual review summarises maintenance and compliance for the period. It does not replace the equipment manufacturer's requirements, **AS/NZS 3666** hygiene obligations, ARCTick refrigerant record-keeping, or any statutory essential-services / mechanical-services compliance applicable in the jurisdiction.