



HVAC Commissioning Report

New system installation, testing & handover

System: _____

Report no.: _____

SITE / BUILDING	ADDRESS	CLIENT	SYSTEM / UNIT ID
_____	_____	_____	_____
DATE COMMISSIONED	TECHNICIAN	LICENCE NO.	REPORT NO.
_____	_____	_____	_____

1 Equipment details

MAKE / MODEL	SERIAL NO.	TYPE / CONFIGURATION
_____	_____	_____
CAPACITY (KW)	REFRIGERANT TYPE / CHARGE	SUPPLY (V / PHASE)
_____	_____	_____

2 Airflow & temperature readings

AS 1668

MEASUREMENT	DESIGN / TARGET	MEASURED	RESULT
Supply air temperature (°C)			
Return air temperature (°C)			
Temperature differential (ΔT)			
Supply airflow (L/s)			
Return / fresh-air flow (L/s)			

3 Refrigerant & electrical

MEASUREMENT	TARGET	MEASURED	RESULT
Suction pressure / temp			
Discharge pressure / temp			
Superheat / subcooling			
Supply voltage (V)			
Running current (A)			

4 Control & commissioning checklist

AS/NZS 3000 / Manufacturer

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Mounting, isolation and labelling complete	☐	☐	☐	
2	Condensate drainage tested and clear	☐	☐	☐	
3	Refrigerant charge verified; no leaks (ARCTick)	☐	☐	☐	
4	Thermostat / controller and mode changeover operate	☐	☐	☐	
5	Safety devices and alarms operate	☐	☐	☐	
6	Manuals, warranties and settings provided to client	☐	☐	☐	

5 Client acceptance

I acknowledge that the system has been commissioned, demonstrated and handed over in working order, and that operating instructions and documentation have been provided.

COMMISSIONING TECHNICIAN (NAME & SIGNATURE)

LICENCE NO.

DATE

CLIENT (NAME & SIGNATURE)

POSITION

DATE

Guidance only. Commissioning must follow the manufacturer's procedure; electrical work complies with **AS/NZS 3000** and refrigerant work is performed by an **ARClick-licensed** technician. A Certificate of Compliance must be issued for the electrical work as required.