



MECHANICAL · HVAC

HVAC Defect Report

Identification of issues requiring repair

DEFECT REPORT

Asset (QR): _____

Report no.: _____

SITE / BUILDING	ADDRESS	CLIENT	ASSET ID / QR REF.
_____	_____	_____	_____
DATE IDENTIFIED	TECHNICIAN	LICENCE NO.	REPORT NO.
_____	_____	_____	_____

1 Asset & location

EQUIPMENT / ASSET	LOCATION	ASSET ID (QR SCANNED)
_____	_____	_____

2 Defect description

DESCRIBE THE DEFECT

3 Severity & risk

Critical Immediate — isolate / make safe **High** Repair promptly **Medium** Repair at next service **Low** Monitor / minor

Record the severity rating and the safety risk level (High / Medium / Low) for the defect.

4 Assessment

SEVERITY RATING	RISK LEVEL (H / M / L)	QUOTE REQUIRED (YES / NO)
_____	_____	_____

5 Recommended action & photo evidence

RECOMMENDED ACTION

PHOTO EVIDENCE (ATTACH / REFERENCE)

In Traqr — raise this defect against the scanned asset and tap **Create Quote from Defect** to turn the recommended action into a customer quote in one click.

✓ Defects, Notes & Sign-off

Outstanding defects / actions raised this visit:

TECHNICIAN NAME & SIGNATURE	LICENCE NO.	DATE COMPLETED
_____	_____	_____

Guidance only. Defects presenting an immediate safety risk must be isolated and made safe immediately and reported to the responsible person. Rectification and refrigerant / electrical work must be carried out by suitably **licensed / ARClick** personnel.