



MECHANICAL · HVAC

HVAC Preventative Maintenance Report

Routine servicing of heating, ventilation & air-conditioning systems

PM REPORT

Type: **Scheduled**

Report no.: _____

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

1 Unit details

MAKE / MODEL	SERIAL NO.	UNIT TYPE (SPLIT / DUCTED / PACKAGED)
CAPACITY (KW)	REFRIGERANT TYPE	INSTALL DATE / AGE

2 Air-side inspection

Manufacturer / AS 1668

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Filters — inspected; cleaned or replaced; condition acceptable	☐	☐	☐	
2	Belts — tension and wear checked; adjusted / replaced (where fitted)	☐	☐	☐	
3	Coils — evaporator and condenser clean and undamaged	☐	☐	☐	
4	Fan motor — bearings, vibration and operation sound; mountings secure	☐	☐	☐	
5	Condensate drain — tray, drain and pump clear and draining; no overflow	☐	☐	☐	

3 Refrigeration & electrical

ARCTick / Manufacturer

#	INSPECTION ITEM	P	F	N/A	COMMENTS
1	Refrigerant — operation normal; no leaks; pressures within range (ARCTick)	☐	☐	☐	
2	Electrical — connections tight; contactors / capacitors sound; isolator operates	☐	☐	☐	
3	Controls — thermostat / setpoints operate; mode changeover correct	☐	☐	☐	

4 Defects found

DEFECTS IDENTIFIED AND RECOMMENDED ACTIONS

☒ Sign-off

Defects / notes:

TECHNICIAN (NAME & SIGNATURE)

LICENCE NO.

DATE

CLIENT (NAME & SIGNATURE)

POSITION

DATE

Guidance only. Preventative maintenance must follow the equipment **manufacturer's schedule**; air-handling and water-system hygiene is governed by **AS/NZS 3666**, and refrigerant work must be performed by an **ARCTick-licensed** technician. Confirm the system is returned to normal operation on completion.