



MECHANICAL · HVAC

# HVAC Service Report

Service callout &amp; fault rectification record

SERVICE CALLOUT

Callout no.: \_\_\_\_\_

Report no.: \_\_\_\_\_

|                    |            |             |                    |
|--------------------|------------|-------------|--------------------|
| SITE / BUILDING    | ADDRESS    | CLIENT      | UNIT ID / LOCATION |
| _____              | _____      | _____       | _____              |
| DATE OF ATTENDANCE | TECHNICIAN | LICENCE NO. | CALLOUT NO.        |
| _____              | _____      | _____       | _____              |

## 1 Fault & diagnosis

FAULT DESCRIPTION (REPORTED / OBSERVED)

CAUSE OF FAULT

## 2 Work performed

WORK CARRIED OUT THIS VISIT

## 3 Parts & materials used

| QTY | PART / DESCRIPTION | PART NO. | STATUS |
|-----|--------------------|----------|--------|
|     |                    |          |        |
|     |                    |          |        |
|     |                    |          |        |
|     |                    |          |        |
|     |                    |          |        |
|     |                    |          |        |

## 4 Labour

LABOUR HOURS

NO. OF TECHNICIANS

AFTER-HOURS / TRAVEL

## 5 Recommendations & photos

RECOMMENDATIONS / FURTHER WORK REQUIRED

PHOTOS ATTACHED (LIST / REFERENCE)

✓ Sign-off

TECHNICIAN (NAME & SIGNATURE)

LICENCE NO.

DATE

CUSTOMER (NAME & SIGNATURE)

POSITION

DATE

**Guidance only.** HVAC service and any refrigerant work must be performed by suitably **licensed / ARClick** personnel per the manufacturer's requirements and **AS/NZS 3000** for electrical work. Customer signature acknowledges the work described, not a waiver of warranty.