Air Conditioning Service Report

Planned maintenance of split or VRF air conditioning: filters, coils, drains, electrics, refrigerant pressures and temperatures.

Details

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____

Units

Units 1

Unit make	
Unit model	
Unit serial number	
Unit ID / barcode	
Unit location	
Unit type *	☐ Indoor wall ☐ Indoor cassette ☐ Indoor ducted ☐ Outdoor condenser ☐ VRF
Filters cleaned / replaced *	☐ Pass ☐ Fail ☐ N/A
Coils cleaned *	☐ Pass ☐ Fail ☐ N/A
Condensate drain and pump clear *	☐ Pass ☐ Fail ☐ N/A
Fan operation *	☐ Pass ☐ Fail ☐ N/A
Electrical connections tight *	☐ Pass ☐ Fail ☐ N/A
Refrigerant pipework and insulation *	☐ Pass ☐ Fail ☐ N/A
Controls / remote operation *	☐ Pass ☐ Fail ☐ N/A
Return air temperature (°C)	
Supply air temperature (°C)	
Suction pressure (bar)	

Discharge pressure (bar)	
Notes	

Units 2

Unit make	
Unit model	
Unit serial number	
Unit ID / barcode	
Unit location	
Unit type *	☐ Indoor wall ☐ Indoor cassette ☐ Indoor ducted ☐ Outdoor condenser ☐ VRF
Filters cleaned / replaced *	☐ Pass ☐ Fail ☐ N/A
Coils cleaned *	☐ Pass ☐ Fail ☐ N/A
Condensate drain and pump clear *	☐ Pass ☐ Fail ☐ N/A
Fan operation *	☐ Pass ☐ Fail ☐ N/A
Electrical connections tight *	☐ Pass ☐ Fail ☐ N/A
Refrigerant pipework and insulation *	☐ Pass ☐ Fail ☐ N/A
Controls / remote operation *	☐ Pass ☐ Fail ☐ N/A
Return air temperature (°C)	
Supply air temperature (°C)	
Suction pressure (bar)	
Discharge pressure (bar)	
Notes	

Units 3

Unit make	
Unit model	
Unit serial number	

Unit ID / barcode	
Unit location	
Unit type *	☐ Indoor wall ☐ Indoor cassette ☐ Indoor ducted ☐ Outdoor condenser ☐ VRF
Filters cleaned / replaced *	☐ Pass ☐ Fail ☐ N/A
Coils cleaned *	☐ Pass ☐ Fail ☐ N/A
Condensate drain and pump clear *	☐ Pass ☐ Fail ☐ N/A
Fan operation *	☐ Pass ☐ Fail ☐ N/A
Electrical connections tight *	☐ Pass ☐ Fail ☐ N/A
Refrigerant pipework and insulation *	☐ Pass ☐ Fail ☐ N/A
Controls / remote operation *	☐ Pass ☐ Fail ☐ N/A
Return air temperature (°C)	
Supply air temperature (°C)	
Suction pressure (bar)	
Discharge pressure (bar)	
Notes	

Result

Systems left operational? *	☐ Yes ☐ No
Recommendations	
Photo 1	*Attach photo or sketch*

Photo 2	*Attach photo or sketch*
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required