



Hotel Facilities Management & Preventative Maintenance Schedule 2026 Checklist

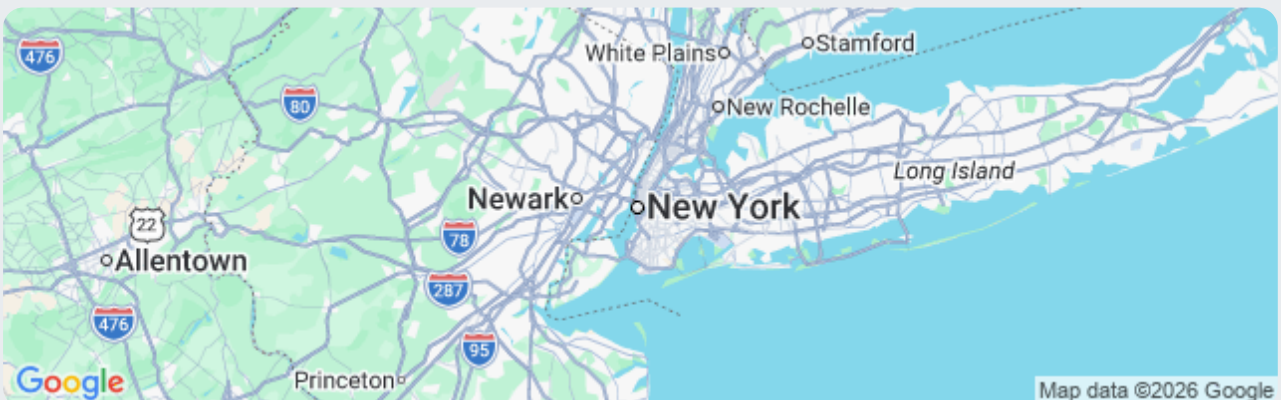
HVAC & Climate Control Systems

Inspection and maintenance tasks for air conditioning units, heating systems, ventilation ducts, and thermostat functionality.

Inspection Date

Unit/Floor Location

 [Set My Current Location](#)



Filter Condition

- ☐ Clean
- ☐ Dirty - Needs Cleaning
- ☐ Replacement Required

Current Temperature Reading (°C/°F)

Enter a number...

Maintenance Tasks Completed

- ☐ Filter Replaced
- ☐ Condenser Coils Cleaned
- ☐ Refrigerant Levels Checked
- ☐ Thermostat Calibration
- ☐ Drain Line Cleared

Observations & Required Repairs

Write something...

Photo Evidence of Unit/Filter

 Upload File

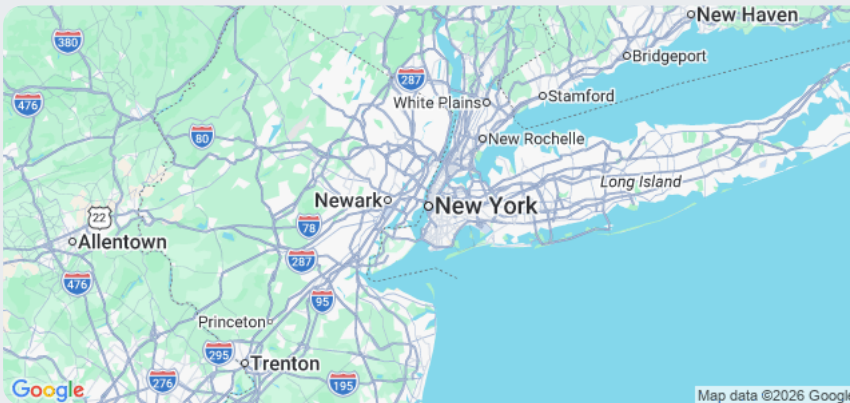
Technician Signature

Electrical & Lighting Systems

Routine checks for circuit breakers, emergency lighting, exit signs, socket functionality, and common area lighting.

Inspection Date

Area/Floor Inspected

[📍 Set My Current Location](#)

Electrical Components Inspected

- ☐ Circuit Breakers
- ☐ Emergency Exit Lights
- ☐ Wall Outlets/Sockets
- ☐ Light Fixtures & Bulbs
- ☐ Control Panels

System Status

- ☐ Operational
- ☐ Requires Maintenance
- ☐ Critical Failure

Defect Details & Observations

Write something...

Technician Signature

Plumbing & Water Management

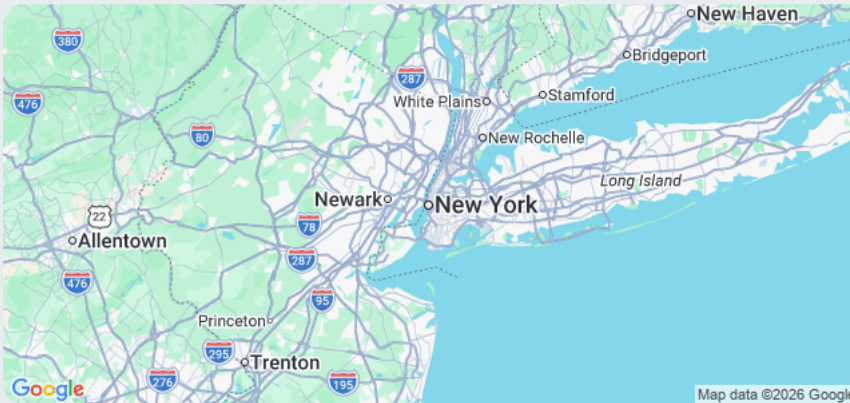
Maintenance of water heaters, leak detection in guest rooms, pump systems, drainage, and water pressure monitoring.

Inspection Date

Enter date...

Area/Room Number Inspected

 [Set My Current Location](#)



Water Pressure Status

- ☐ Normal
- ☐ Low Pressure
- ☐ Fluctuating
- ☐ Critical/No Pressure

Inspected Components

- ☐ Water Heaters
- ☐ Sinks & Faucets
- ☐ Toilets & Urinals
- ☐ Showerheads
- ☐ Drainage/Pipes
- ☐ Water Pumps

Leak or Damage Details

Write something...

Technician Signature

Fire Safety & Life Safety Equipment

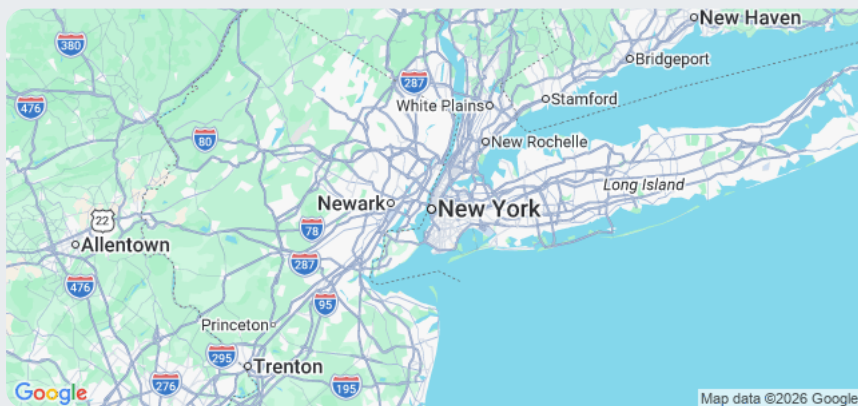
Regular testing of smoke detectors, fire extinguishers, sprinkler systems, and fire alarm panel connectivity.

Inspection Date

Enter date...

Floor or Zone Inspected

 [Set My Current Location](#)



Equipment Inspected

- ☐ Smoke Detectors
- ☐ Fire Extinguishers
- ☐ Sprinkler System
- ☐ Fire Alarm Panel
- ☐ Emergency Exit Signs
- ☐ Fire Hose Reels

Fire Extinguisher Pressure Status

- ☐ Normal/In-Range
- ☐ Low Pressure
- ☐ Overcharged
- ☐ Needs Replacement

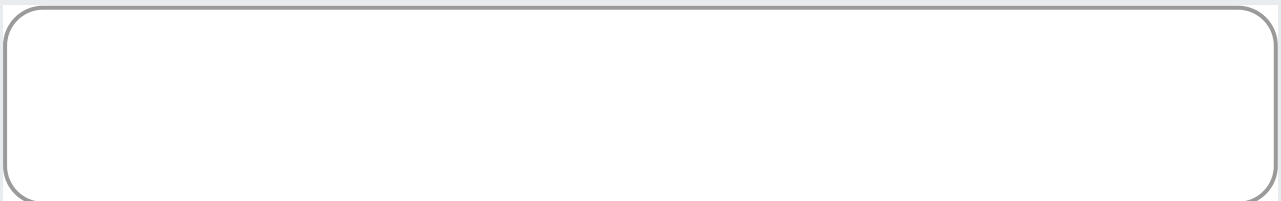
Deficiencies or Issues Found

Write something...

Photo of Identified Issues

 Upload File

Inspector Signature



Building Envelope & Structural Integrity

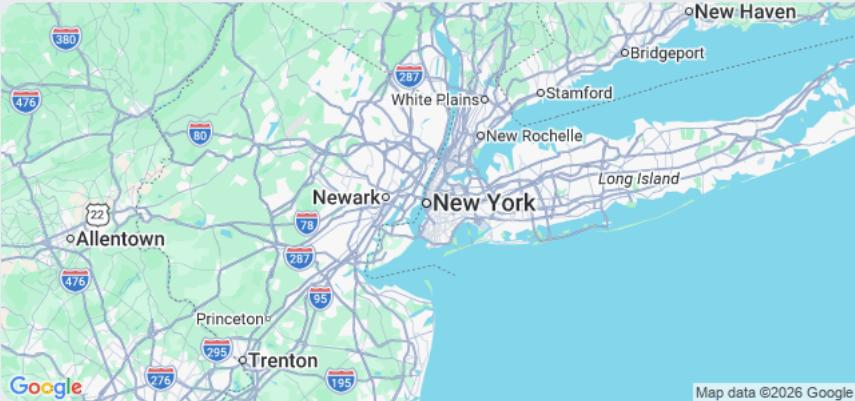
Monitoring of roof conditions, window seals, door locks, exterior masonry, and foundation stability.

Inspection Date

Enter date...

Building Zone/Area

Set My Current Location



Structural Components Inspected

☐ Roofing & Gutters

☐ Exterior Walls & Facade

☐ Windows & Window Seals

☐ Doors & Entryway Hardware

☐ Foundation & Basement

☐ Pavement & Driveways

Structural Integrity Status

- ☐ Pass - No Issues Found
- ☐ Monitor - Minor Wear Detected
- ☐ Fail - Urgent Repair Required

Detailed Damage Description

Write something...

Photo Evidence of Inspection

 Upload File

Maintenance Supervisor Signature

Kitchen & Laundry Equipment Maintenance

Service logs for industrial ovens, refrigerators, washing machines, dryers, and dishwashing units.

Inspection Date

Enter date...

Equipment Category

- ☐ Cooking Equipment
- ☐ Refrigeration/Cold Storage
- ☐ Dishwashing Equipment
- ☐ Laundry Machinery

Equipment ID/Asset Number

Write something...

Maintenance Tasks Performed

- ☐ Cleaning & Degreasing
- ☐ Filter Replacement
- ☐ Lubrication of Moving Parts
- ☐ Calibration/Temperature Check
- ☐ Belt/Seal Inspection

Maintenance Observations & Issues Found

Write something...

Service Report or Receipt Upload

 Upload File

Technician/Supervisor Signature

Elevator & Vertical Transportation

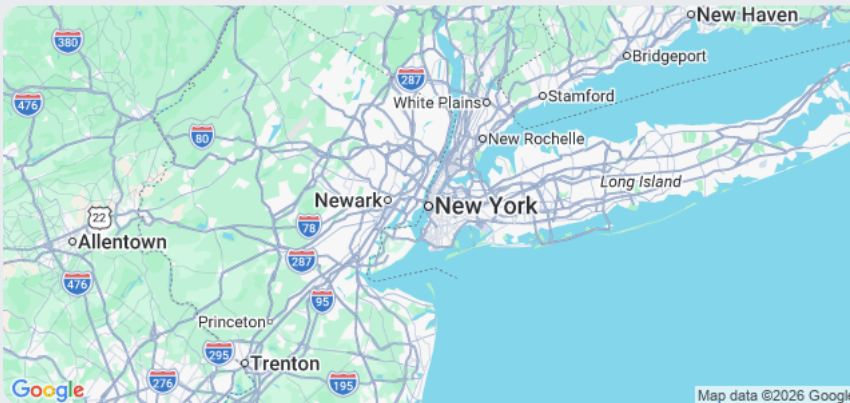
Routine inspection of elevator cabin smoothness, door sensors, emergency communication, and lubrication schedules.

Inspection Date

Enter date...

Elevator ID/Lift Location

 Set My Current Location



Cabin Interior Condition

- ☐ Excellent
- ☐ Good
- ☐ Needs Repair
- ☐ Critical/Out of Service

Components Inspected

- ☐ Door Sensor & Opening Mechanism
- ☐ Emergency Communication/Intercom
- ☐ Floor Leveling Accuracy
- ☐ Lighting & Cabin Aesthetics
- ☐ Control Panel & Button Functionality

Defects or Observations Noted

Write something...

Maintenance Technician Signature

Pest Control & Sanitation Infrastructure

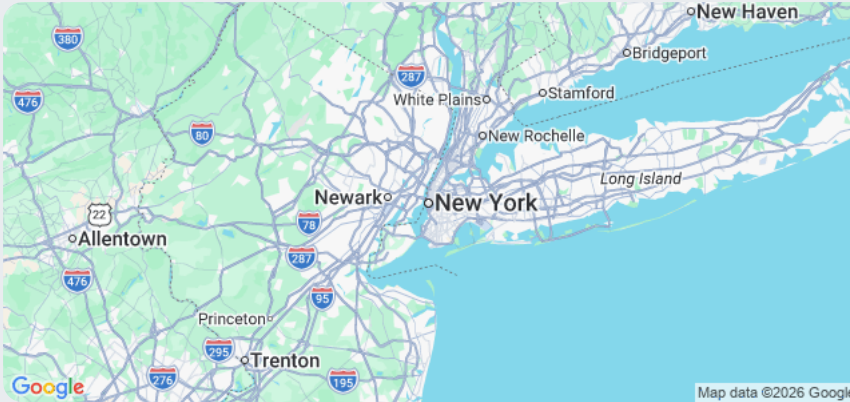
Assessment of pest barrier effectiveness, waste disposal area sanitation, and drainage trap cleaning.

Inspection Date

Enter date...

Area Inspected

 [Set My Current Location](#)



Pest Activity Detected

- ☐ No Activity Detected
- ☐ Low Activity
- ☐ High Activity

Observed Pest Types

- ☐ Rodents
- ☐ Insects (Cockroaches/Ants)
- ☐ Flies/Mosquitoes
- ☐ Other

Detailed Observations & Findings

Write something...

Upload Evidence Photos

 Upload File

Inspector Signature

Lobby & Public Area Furniture Maintenance

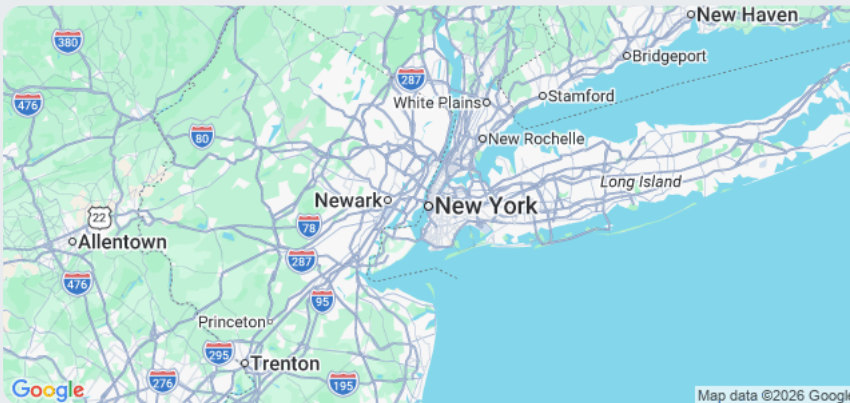
Inspection of upholstery, carpeting, floor finishes, and heavy furniture stability in high-traffic areas.

Inspection Date

Enter date...

Area Inspected

 [Set My Current Location](#)



Furniture Items Inspected

- ☐ Lobby Sofas & Armchairs
- ☐ Coffee Tables & Side Tables
- ☐ Reception Desk Surface
- ☐ Decorative Rugs & Carpeting
- ☐ Waiting Area Seating

Condition of Upholstery

- ☐ Excellent
- ☐ Good (Minor Wear)
- ☐ Needs Cleaning
- ☐ Damaged (Repair Required)

Damage Details & Observations

Write something...

Photo Evidence

 Upload File

Inspector Signature

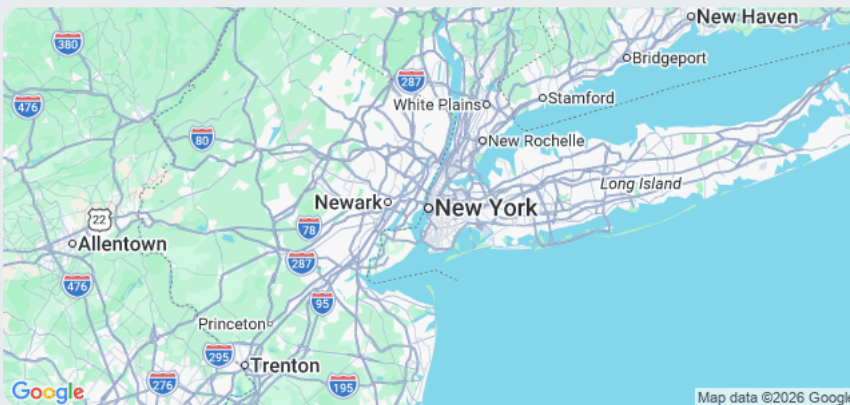
Security & Surveillance System Audit

Testing of CCTV camera angles, motion sensors, electronic keycard readers, and perimeter security gates.

Inspection Date

Enter date...

Inspection Area/Zone

[illegible]

Camera Units Inspected

- ☐ Entrance/Lobby Cameras
- ☐ Perimeter/Exterior Cameras
- ☐ Elevator & Hallway Cameras
- ☐ Parking Lot/Garage Cameras
- ☐ Back-of-House/Service Area Cameras

CCTV Recording Status

- ☐ Operational - Recording Normally
- ☐ Issue Detected - Hard Drive Error
- ☐ Issue Detected - Footage Missing
- ☐ Offline/Not Functioning

Deficiencies & Maintenance Notes

Write something...

Photo Evidence of Hardware Issues

 Upload File

Security Supervisor Verification

< Previous

> Next

✓ Finish

 Generate Sample Report