


Hotel Maintenance Checklist Template

 Show only Checklist

Display Style
Default 

Exterior Grounds

Covers landscaping, walkways, parking areas, and exterior lighting.

Lawn Height (inches)

Enter a number...

Weed Control Needed?

Yes

No



Sprinkler Head Location(s) needing repair

 Set My Current Location



Comments on Landscaping Condition

Write something...

Last Fertilizer Application

Enter date...

Number of Broken Pavers

Enter a number...

Guest Room Inspection

Detailed assessment of individual guest rooms, including furniture, fixtures, and amenities.

Room Number

Bed Type

- King
- Queen
- Twin
- Double

Overall Cleanliness

- Excellent
- Good
- Fair
- Poor

Notes on Condition

Write something...

TV Functionality

- Working
- Not Working
- Sound Issues
- Picture Issues

Window Operation

- Working
- Difficult to Open
- Broken

Temperature (Celsius)

Enter a number...

Photos of Issues

 Upload File

Bathroom Maintenance

Focuses on plumbing, ventilation, and cleanliness in bathrooms.

Water Pressure (PSI)

Showerhead Condition

- Excellent
- Good
- Fair
- Poor

Toilet Flush Functionality

- Excellent
- Good
- Fair
- Poor

Ventilation Fan Noise Level (dB)

Last Drain Cleaning

Enter date...


Notes/Repairs Needed

Write something...

Faucet Drip

- None
- Slight
- Moderate
- Significant

Photos of Issues

 Upload File

HVAC Systems

Checks functionality and maintenance of heating, ventilation, and air conditioning systems.

Supply Air Temperature (deg F)

Enter a number...

Return Air Temperature (deg F)

Enter a number...

Fan Speed (RPM)

Enter a number...

Static Pressure (inches of water)

Enter a number...

Filter Condition

- Excellent
- Good
- Fair
- Poor

Last Filter Change Date

Enter date...

Notes/Observations

Write something...

Operation Sound

- Normal
- Slightly Noisy
- Excessively Noisy

Pool & Spa Area

Inspection of pool water quality, safety features, and surrounding areas.

Water Temperature (°F)

Enter a number...

pH Level

Enter a number...

Free Chlorine (ppm)

Enter a number...

Alkalinity (ppm)

Enter a number...

Filter Condition

- Excellent
- Good
- Fair
- Poor

Safety Equipment Present

- Life Ring
- First Aid Kit
- Safety Signage
- Emergency Contact List

Last Chemical Adjustment

Enter date...

Notes/Observations

Write something...

Public Areas & Corridors

Assessment of cleanliness, lighting, and condition of common areas like lobbies, hallways, and elevators.

Lightbulb Condition (1-5, 1=Excellent, 5=Replacement Needed)

Enter a number...

Carpet Spot Cleaning Required?

Yes

No

Wall Condition (Scratches, Marks)?

None

Minor

Significant

Notes on corridor cleanliness (dust, debris)

Write something...

Temperature (Corridor)

Enter a number...

Emergency Exit Signage Visible?

Yes

No

Last Floor Waxing Date

Enter date...

Kitchen & Laundry Facilities

Focuses on equipment functionality, cleanliness, and safety in kitchen and laundry rooms.

Dishwasher Temperature (Celsius)

Enter a number...

Oven Temperature Calibration (Celsius)

Enter a number...

Hood Vent Filter Condition

- Clean
- Slightly Dirty
- Dirty - Needs Replacement

Laundry Machine Issues

- Leaking
- Excessive Noise
- Not Draining
- Error Code Displayed

Last Grease Trap Cleaning

Enter date...

Notes on Equipment Condition

Write something...

Dryer Vent Cleanliness Rating (1-5, 5 being cleanest)

Enter a number...

Fire Suppression System Inspection Status

- Passed
- Needs Attention

Safety & Security

Checks fire safety equipment, emergency exits, security systems, and overall safety protocols.

Fire Extinguisher Inspection Date

Smoke Detector Battery Replacement Date

Emergency Exit Light Battery Status (1-10, 10 being fully charged)

Security Camera Functionality

- All Cameras Operational
- Some Cameras Malfunctioning
- Cameras Offline

Security System Checks

- Alarm System Test
- Door/Window Sensors
- Motion Detectors
- Panic Buttons

Notes on Security Concerns

Write something...

Emergency Lighting Test Result

- Passed
- Failed

Electrical Systems

Inspection of electrical panels, outlets, and lighting fixtures for safety and functionality.

Voltage Reading (Panel 1)

Enter a number...

Voltage Reading (Panel 2)

Enter a number...

Outlet Condition (Panel 1)

- Good
- Damaged
- Loose
- Needs Repair

Outlet Condition (Panel 2)

- Good
- Damaged
- Loose
- Needs Repair

Last Inspection Date

Enter date...

Notes/Observations

Write something...

Emergency Lighting Status

- Functional
- Needs Battery Replacement
- Malfunctioning

Preventative Maintenance

Records and schedules for ongoing preventative maintenance tasks.

Last HVAC Filter Change

Enter date...

Last Sprinkler System Inspection

Enter date...

Boiler Pressure (PSI)

Enter a number...

Generator Run Time (Hours)

Enter a number...

Next Fire Extinguisher Inspection

Enter date...

Time of Generator Test Run

Enter time...

Notes on Maintenance Performed

Write something...

Maintenance Completed?

Yes

No