

# 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

 Hi there, need help?



## 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...

Hi there, need help?

# 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

Hi there, need help?

## 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

Hi there, need help?

# 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)

Hi there, need help?

### 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...

Hi there, need help?

### 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...

Hi there, need help?

### 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...

Hi there, need help?

### 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...

Hi there, need help?

# 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)

## Carpet Spot Cleaning Required?

 Yes No

## Wall Condition (Scratches, Marks)?

 None Minor Significant

## Notes on corridor cleanliness (dust, debris)

Hi there, need help?

### 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...

Hi there, need help?

### 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

Hi there, need help?

# 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

Hi there, need help?

### 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...

Hi there, need help?

### 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...

Hi there, need help?

### 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...

Hi there, need help?

### 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

Hi there, need help?