ChecklistGuro

Hotel Room Maintenance Checklist Template

Show only Checklist

Display Style
Default

Arrival/Daily Walkthrough

Initial assessment of room condition upon guest arrival or during daily checks.

Date of Walkthrough

Enter date...

Time of Walkthrough

Enter time...

Overall Room Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Detailed Notes on Room Condition

Write something...

Visible Issues (Check all that apply)

- [ ] Dust/Dirt
- [ ] Stains
- [ ] Damage
- [ ] Odors
- [ ] Noise

Room Number

Enter a number...

HVAC System

Inspection and maintenance of heating, ventilation, and air conditioning.

Room Temperature (Fahrenheit)

Enter a number...

Supply Air Temperature (Fahrenheit)

Enter a number...

Return Air Temperature (Fahrenheit)

Enter a number...

Filter Condition

- [ ] Clean
- [ ] Slightly Dirty
- [ ] Dirty - Replace
- [ ] Very Dirty - Replace

Last Filter Change Date

Enter date...

Time of Inspection

Enter time...

Noise Level

- [ ] Normal
- [ ] Slightly Noisy
- [ ] Excessively Noisy

Notes and Observations

Write something...

Plumbing

Checks for leaks, proper drainage, and functionality of fixtures.

Water Pressure (PSI)

Enter a number...

Faucet Functionality

- [ ] Working Properly
- [ ] Dripping
- [ ] Low Flow
- [ ] Broken

Toilet Flush Performance

- [ ] Flushing Properly
- [ ] Weak Flush
- [ ] Clogged
- [ ] Running

Drainage Time (seconds)

Enter a number...

Shower Head Condition

- [ ] Good
- [ ] Clogged
- [ ] Leaking

Notes on any leaks or unusual noises

Write something...

Electrical

Verification of lighting, outlets, and appliances; safety checks.

Outlet Voltage (V)

Enter a number...

Lamp Wattage (W)

Enter a number...

Light Fixture Condition

- [ ] Working
- [ ] Dim
- [ ] Not Working
- [ ] Damaged

Outlet Functionality

- [ ] Working
- [ ] Not Working
- [ ] Sparking
- [ ] Loose

Last Electrical Inspection Date

Enter date...

Notes on Electrical Condition

Write something...

Smoke Detector Status

- [ ] Working (Green Light)
- [ ] Low Battery (Yellow Light)
- [ ] Not Working (No Light)

Furniture & Fixtures

Inspection of beds, chairs, tables, lamps, and other furniture for damage or wear.

Bed Frame Condition (1-5, 1=Excellent, 5=Damaged)

Enter a number...

Chair Upholstery Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor
- [ ] Needs Replacement

Lamp Functionality (1-5, 1=Working, 5=Broken)

Enter a number...

Desk/Table Surface Notes

Write something...

TV Functionality

- [ ] Working
- [ ] No Picture
- [ ] No Sound
- [ ] Remote Issue
- [ ] Needs Repair

Mirror Condition (1-5, 1=Perfect, 5=Cracked)

Enter a number...

Bathroom

Detailed inspection of shower/tub, toilet, sink, and accessories.

Water Pressure (PSI)

Enter a number...

Showerhead Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Toilet Flush Function

- [ ] Normal
- [ ] Weak
- [ ] Leaking
- [ ] Running

Sink Drain Time (seconds)

Enter a number...

Notes on Tile/Grout Condition

Write something...

Mirror Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Last Grout Cleaning Date

Enter date...

Window & Door Security

Verification of locks, window operation, and overall security.

Window Lock Status

- [ ] Functional
- [ ] Malfunctioning
- [ ] Missing

Door Lock Status

- [ ] Functional
- [ ] Malfunctioning
- [ ] Missing

Window Hinge Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

Door Frame Condition (1-5, 1=Excellent, 5=Poor)

Enter a number...

Notes on Window/Door Security

Write something...

Deadbolt Functionality

- [ ] Working
- [ ] Stiff/Difficult to Operate
- [ ] Not Present

Last Security Inspection Date

Enter date...

Cleaning Supplies & Amenities

Check stock levels and replenish as needed.

Shampoo Bottles Remaining

Enter a number...

Conditioner Bottles Remaining

Enter a number...

Soap Bars Remaining

Enter a number...

Toilet Paper Rolls Remaining

Enter a number...

Coffee Pods Type

- [ ] Regular
- [ ] Decaf
- [ ] Specialty Blend

Coffee Pods Remaining

Enter a number...

Replenish Amenities

- [ ] Shampoo
- [ ] Conditioner
- [ ] Soap
- [ ] Lotion
- [ ] Coffee

Repairs & Follow-Up

Documentation of any necessary repairs and tracking of completion.

Repair Description

Write something...

Priority Level (1-5, 1=High)

Enter a number...

Date Reported

Enter date...

Estimated Completion Date

Enter date...

Assigned Technician

- [ ] Technician A
- [ ] Technician B
- [ ] Technician C

Technician Notes/Updates

Write something...

Status

- [ ] Open
- [ ] In Progress
- [ ] Completed
- [ ] On Hold

Date Completed

Enter date...

Safety Equipment

Verify functionality and presence of smoke detectors, fire extinguishers, etc.

Smoke Detector Status

- [ ] Functional
- [ ] Needs Battery
- [ ] Defective - Replace
- [ ] Missing

Fire Extinguisher Inspection

- [ ] Pass
- [ ] Needs Recharge
- [ ] Defective - Replace
- [ ] Missing

Last Fire Extinguisher Service Date

Enter date...

Emergency Exit Sign Illumination

- [ ] Functional
- [ ] Dim
- [ ] Defective - Replace
- [ ] Missing

Smoke Detector Battery Level (if applicable)

Enter a number...

Carbon Monoxide Detector Status (if applicable)

- [ ] Functional
- [ ] Needs Battery
- [ ] Defective - Replace
- [ ] Missing