

# 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