



# Weekly Equipment Maintenance Log

## Kitchen Equipment

Focuses on appliances and tools used for food preparation and service.

### Oven Temperature Calibration (F)

### Refrigerator Temperature (F)

### Dishwasher Chemical Levels (Rinse Aid)

- ☐ Optimal
- ☐ Low
- ☐ Needs Adjustment

### Ice Machine Production

- ☐ Normal
- ☐ Reduced
- ☐ Poor

### Notes on Blender/Mixer Functionality

Write something...

### Last Filter Change (Fryer)

Enter date...

### Range Hood Grease Filter Condition

- ☐ Clean
- ☐ Moderately Dirty
- ☐ Requires Cleaning

### Water Pressure (Commercial Coffee Machine)

Enter a number...

## HVAC Systems

Covers heating, ventilation, and air conditioning units and related components.

### Filter Performance (CFM)

Enter a number...

### Supply Air Temperature (°F)

Enter a number...

### Return Air Temperature (°F)

Enter a number...

### Condensate Pan Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty
- ☐ Significant Algae/Debris

### Blower Motor Condition

- ☐ Normal
- ☐ Noisy
- ☐ Vibrating
- ☐ Abnormal Sounds

### Notes/Observations

Write something...

### Last Filter Change Date

Enter date...

### Refrigerant Pressure (High Side)

Enter a number...

### Refrigerant Pressure (Low Side)

Enter a number...

## Laundry Equipment

Includes washers, dryers, and ironing equipment used for linen and towel maintenance.

### Washer 1 Cycle Count

Enter a number...

### Washer 2 Cycle Count

Enter a number...

### Dryer 1 Cycle Count

Enter a number...

### Dryer 2 Cycle Count

Enter a number...

### Washer 1 Detergent Level

- ☐ Full
- ☐ Medium
- ☐ Low
- ☐ Empty

### Dryer 1 Lint Trap Status

- ☐ Clean
- ☐ Moderately Soiled
- ☐ Heavily Soiled

### Any Unusual Noises or Issues Observed?

Write something...

### Last Filter Replacement Date (Washer)

Enter date...

### Last Filter Replacement Date (Dryer)

Enter date...

## Guest Room Equipment

Covers items directly impacting guest comfort and functionality within guest rooms.

### Mini-Fridge Temperature (Fahrenheit)

Enter a number...

### TV Power Consumption (Watts)

Enter a number...

### HVAC Filter Condition (Visual Inspection)

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Needs Replacement

### Safe Operation

- ☐ Operational
- ☐ Malfunctioning

### Hair Dryer Functionality

- ☐ Working
- ☐ Not Working

### Smoke Detector Status

- ☐ Operational (Tested)
- ☐ Battery Low
- ☐ Malfunctioning

### Notes/Observations (e.g., unusual noises, spills, etc.)

Write something...

## Public Area Equipment

Focuses on equipment used in common areas like lobbies, restaurants, and hallways.

### Lobby Lighting Check: Number of Bulbs Out

Enter a number...

### Elevator Inspection - Operation Status

- ☐ Operating Normally
- ☐ Minor Issue
- ☐ Major Issue - Out of Service

### Vending Machine Inventory Count (Snacks)

Enter a number...

### Vending Machine Inventory Count (Drinks)

Enter a number...

### Public Restroom Fixture Check - Toilet Function

- ☐ Flushing Properly
- ☐ Minor Leak
- ☐ Significant Leak / Not Functioning

### Date of Last Deep Clean - Public Restrooms

Enter date...

### Notes/Observations for Public Areas

Write something...

## Pool & Spa Equipment (If Applicable)

Covers equipment related to pools, spas, and associated areas. Only include if applicable to the facility.

### Date of Inspection

Enter date...

### Water Temperature (Pool)

Enter a number...

### Water Temperature (Spa)

Enter a number...

### pH Level (Pool)

Enter a number...

### pH Level (Spa)

Enter a number...



### Chlorine/Bromine Level (Pool)

Enter a number...

### Chlorine/Bromine Level (Spa)

Enter a number...

### Pump Operation

- ☐ Normal
- ☐ Noisy
- ☐ Leaking
- ☐ Not Operational

### Filter Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Needs Cleaning
- ☐ Damaged

### Notes/Repairs Needed

Write something...