Hotel guest room preventive maintenance checklist

Hotel preventive maintenance checklist & schedule

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Entry and safety				
Door closes and latches on its own				
Deadbolt, security latch and peephole work				
Smoke alarm tested and working				
Evacuation map posted on the door				
Bathroom				
No drips at faucets, tub spout or showerhead				
Toilet flushes fully and does not run				
Caulk and grout intact, no mold				
Exhaust fan runs and is quiet				
Grab bars and towel bars tight				
Hot water reaches temperature quickly				
HVAC and electrical				
PTAC filter clean, heats and cools				
PTAC runs without rattles				
All lamps, outlets and USB ports work				
TV and remote work				
Room condition				
Window opens, locks and stop is in place				
Curtains and blackout liner hang right				
Furniture sturdy, no loose drawers				
Walls and carpet without damage or stains				

Signature: _____

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