**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12304&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Maintenance+Checklist-word-12304&lpa=Hotel+Maintenance+Checklist+word+12304)Hotel Maintenance Checklist Template**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Name |  |  |  |  |  |  |  |  |  |
| Inspected By | Name | | | |  |  |  |  |  |
| Date | MM/DD/YY | | | |  |  |  |  |  |
| *Use the checklist to document any issues found during the inspection and the actions required to resolve them.* | | | | | | | | | |
| **Tasks** | **Frequency** | **Dates** | | | | | | | **Inspection Notes / Follow-Up Actions** |
| **11/30/2035** | **12/1/2035** | **12/2/2035** | **12/3/2035** | **12/4/2035** | **12/5/2035** | **12/6/2035** |
| **AREA: Exterior Areas** |  |  |  |  |  |  |  |  | Notes |
| Inspect building façade for cracks, peeling paint, or damage. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Check roof for leaks, missing tiles, or debris. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Ensure proper lighting in parking lots and pathways. | *Weekly* |  | **X** |  |  |  |  |  |  |
| Inspect signage for visibility and damage. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Verify that gutters and downspouts are clear of debris. | *As needed* |  |  |  |  |  |  |  |  |
| **AREA: Lobby and Public Areas** | *Biannually* |  |  |  |  |  |  |  |  |
| Test HVAC systems for proper operation and comfort levels. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Ensure all lighting fixtures are functional (replace bulbs as needed). | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Check elevators for smooth operation and safety compliance. | *Weekly* |  |  |  |  |  |  |  |  |
| Inspect flooring for cracks, loose tiles, or trip hazards. | *Weekly* |  |  |  |  |  |  |  |  |
| Verify fire extinguishers are accessible and within expiration date. | *Monthly* |  |  |  |  |  |  |  |  |
| **AREA: Guest Rooms** | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Test all electrical outlets, switches, and lamps. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Inspect air conditioning/heating units for functionality. | *Weekly* |  |  |  | **X** |  |  |  |  |
| Check plumbing in bathrooms (faucets, showerheads, toilets). | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Verify door locks, peepholes, and latches are secure. | *Quarterly* |  |  |  |  |  |  |  |  |
| Inspect windows and ensure they open/close properly. | *Annually* |  |  |  |  |  |  |  |  |
| Test smoke detectors and carbon monoxide detectors. | *Biannually* |  |  |  |  |  |  |  |  |
| **Tasks** | **Frequency** | **Dates** | | | | | | | **Inspection Notes / Follow-Up Actions** |
| **11/30/2035** | **12/1/2035** | **12/2/2035** | **12/3/2035** | **12/4/2035** | **12/5/2035** | **12/6/2035** |
| **AREA: Kitchen and Food Service Areas** | *As needed* |  |  |  |  |  | **X** |  |  |
| Inspect kitchen appliances for cleanliness and functionality. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Test refrigerators and freezers for proper temperature. | *Weekly* |  |  |  | **X** |  |  |  |  |
| Check exhaust fans and hoods for cleanliness and operation. |  |  |  |  |  |  |  |  |  |
| Verify fire suppression systems are up-to-date and functional. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Ensure floor drains are clear and functioning. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| **AREA: Housekeeping and Laundry** | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Test washing machines and dryers for efficiency and safety. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Check housekeeping carts for wear and missing items. | *Daily* | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Inspect storage areas for proper organization and cleanliness. | *As needed* |  |  |  |  |  |  |  |  |
| Verify inventory of cleaning supplies and restock if necessary. | *As needed* | **X** |  |  |  |  |  |  |  |
| **AREA: Pool and Recreation Areas** | *As needed* |  |  |  |  |  |  |  |  |
| Test pool water for proper chemical balance and clarity. | *As needed* |  |  |  |  |  |  |  |  |
| Check pool filters, pumps, and heaters for operation. | *As needed* |  |  |  |  |  |  |  |  |
| Inspect safety equipment (life rings, signage, etc.). | *As needed* |  |  |  |  |  |  |  |  |
| Verify that furniture is clean and free of damage. | *As needed* |  |  |  |  |  |  |  |  |
| **AREA: Maintenance Room and Tools** | *As needed* |  |  |  |  |  |  |  |  |
| Ensure tools are properly stored and in working order. | *As needed* |  |  |  |  |  |  |  |  |
| Verify that maintenance logs are up-to-date. | *As needed* |  |  |  |  |  |  |  |  |
| Check inventory of spare parts and supplies. | *As needed* |  |  |  |  |  |  |  |  |
| **AREA: Emergency Systems** | *As needed* |  |  |  |  |  |  |  |  |
| Test fire alarm and sprinkler systems. | *As needed* |  |  |  |  |  |  |  |  |
| Inspect emergency exits and ensure they are unobstructed. | *As needed* |  |  |  |  |  |  |  |  |
| Verify backup generators are operational and fueled. | *As needed* |  |  |  |  | **X** |  |  |  |
| Check signage for emergency procedures and exit routes. | *As needed* |  |  |  |  |  |  | **X** |  |

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