

HOTEL LOBBY & COMMON AREAS MAINTENANCE CHECKLIST

(Lobby & Entrance)

Lobby & Entrance

Week of: Property: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Inspect the entrance, doors, and glass: clean, streak-free, operating smoothly, and safe (no cracks).							
Check entrance flooring and mats for trip hazards, wet spots, or damage; address slip risks immediately.							
Vacuum, sweep, or mop lobby floors; spot-clean spills and stains (repeat during busy periods).							
Wipe and tidy the front desk; restock key cards, maps, and supplies.							
Sanitize high-touch surfaces: door handles, desk, elevator call buttons, and handrails.							
Check lobby lighting; report or replace burned-out bulbs and spotlights.							
Straighten seating and décor; spot-clean upholstery and wipe hard surfaces and artwork frames.							
Confirm lobby temperature is comfortable and background music/AV is working.							
Confirm evacuation maps, exit signage, and emergency lighting in the lobby are visible and functional.							
Additional Task:							

Instructions:

Check the lobby at minimum twice daily – before the morning check-in peak and before evening service. First impressions drive reviews and revenue: guests form an opinion before they see their room, and cleanliness is the top factor guests cite in booking decisions. Lobby upkeep sits between housekeeping (cleanliness) and engineering (lighting and fixtures), so route a burned-out spotlight to engineering and a stained mat to housekeeping. Keep entrance flooring dry and trip-free – slips at the entrance are a common liability (OSHA 1910.22, walking-working surfaces).

HOTEL LOBBY & COMMON AREAS MAINTENANCE CHECKLIST

(Public Restrooms)

Public Restrooms

Week of: Property: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize toilets, urinals, sinks, and counters; check every cycle and after peak usage.							
Restock soap, paper towels, toilet paper, and seat covers.							
Wipe mirrors streak-free — the single easiest, highest-visibility cleanliness indicator.							
Sanitize high-touch points: door handles, faucets, flush handles, and dispensers.							
Mop floors and check drains; address odors at the source (drains and grout).							
Confirm all fixtures work: faucets, flush, drainage, hand dryers, and lighting.							
Empty trash and sanitary bins; replace liners.							
Confirm ADA stall fixtures, grab bars, and accessibility features are clean and functional.							
Log the check with time and initials on the restroom cleaning record.							
Additional Task:							

Instructions:

Run public-restroom checks on at least a two-hour cycle, tightening to 90-minute intervals during peak periods. The public restroom is the single highest-stakes cleanliness touchpoint in a hotel — the vast majority of guests say they would not rebook after an unhygienic bathroom experience. Streak-free mirrors and stocked, working fixtures are what guests notice first. Attack odors at the drains and grout, not with air freshener. Confirm ADA fixtures are clean and functional, and log each check with time and initials so accountability is clear.

HOTEL LOBBY & COMMON AREAS MAINTENANCE CHECKLIST

(Amenity Spaces — Fitness, Pool Deck & Business Center)

Amenity Spaces

Week of: Property: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down fitness equipment contact surfaces — handles, pads, screens, seats — at each check (min. twice daily).							
Confirm fitness equipment is functional and safe; tag out and report any broken machine.							
Restock fitness towels, water, and sanitizing wipes; empty trash.							
Check the pool deck for slip hazards, debris, and clear egress; confirm safety signage and equipment are posted.							
Confirm posted pool rules, depth markings, and life-safety equipment (ring/hook) are present.							
Clean and sanitize business-center surfaces, keyboards, and high-touch points; confirm equipment works.							
Check amenity-area lighting, temperature, and ventilation.							
Confirm access control to amenity areas (key/keycard) is functioning.							
Additional Task:							

Instructions:

Amenity spaces directly influence loyalty and rebooking — equipment condition signals the property's overall maintenance culture. Wipe fitness-equipment contact surfaces at least twice daily and tag out any broken machine rather than leaving it in service. On the pool deck, focus on slip hazards, clear egress, and posted safety equipment and rules; detailed pool water chemistry follows the property's dedicated pool inspection routine and local health code. Keep access control working so amenity areas stay secure for registered guests.

HOTEL LOBBY & COMMON AREAS MAINTENANCE CHECKLIST

(Elevators, Corridors & Documentation)

Elevators, Corridors & Documentation

Date.....

TASK	STATUS
Clean elevator cabs, tracks, and mirrors; sanitize call buttons and handrails; confirm smooth operation and leveling.	
Confirm the current elevator inspection certificate is posted (ASME A17.1).	
Vacuum/clean corridors and stairwells; sanitize stair and escalator touchpoints; check for debris or blockages.	
Check corridor and stairwell lighting, signage, and that fire doors close and latch.	
Confirm exit signage and emergency lighting function throughout public areas (NFPA 101).	
Log each area's daily cleaning/inspection with time and staff initials.	
Record maintenance issues found and route them to housekeeping or engineering with owner and due date.	
Retain public-area inspection records for brand-standard audits and safety compliance.	
<i>Additional Task:</i>	

Instructions:

Public areas are the spaces guests judge first and remember longest, yet they're often maintained reactively with no owner. A documented daily inspection with time-stamped records fixes that. Keep elevators clean and confirm the inspection certificate is posted (ASME A17.1). Corridors and stairwells need clean, sanitized high-touch points and working fire doors, exit signage, and emergency lighting (NFPA 101 §7.1). Route each issue to the correct department with an owner and due date, and retain records for brand-standard audits (AH&LA quality standards) and safety compliance.