HOTEL PREVENTIVE MAINTENANCE CHECKLIST

Guest Room PM

Date: ..... Technician: .....

Room No.:

TASK	STATUS
PTAC or fan coil filter cleaned or replaced; coil and drain pan clean.	
Heating and cooling both run; thermostat responds and unit is quiet.	
Faucets, shower, and toilet work with no drips, leaks, or running water.	
Caulk and grout around tub, shower, and sink intact with no mold.	
All lights, outlets, and USB ports work; bathroom GFCI tests and resets.	
Door lock, deadbolt, and security latch work; door closer shuts and latches.	
Door viewer clear; connecting door locks from both sides.	
Smoke alarm tested; CO alarm tested where installed	
Furniture, headboard, and TV mount secure; no loose or broken pieces.	
Window locks and stops work; curtains and blackout liners hang properly.	
Additional Task:	

Instructions:

Most hotels rotate every room through PM about once a quarter, so small faults are fixed before a guest reports them. Do the whole list, not just the obvious items. If a lock, closer, or alarm fails, take the room out of inventory until it is fixed.

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HOTEL PREVENTIVE MAINTENANCE CHECKLIST

Monthly Building Systems

Year: ..... Property: ..... Chief engineer: .....

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Boilers and water heaters run normally; no leaks, alarms, or unusual noise.												
Hot water storage and outlet temperatures logged per the water management plan.												
Water management plan items done: flushing of low-use rooms and dead legs.												
Pressure relief valves visually checked; no discharge or leaks.												
Commercial washers and dryers inspected; dryer lint ducts and traps cleaned.												
Ice machines cleaned and sanitized per manufacturer; water filters changed on schedule.												
Elevator contractor visit logged; inspection certificate current and posted.												
Kitchen hood, grease trap, and walk-in units on their service schedule.												
Back-of-house leaks, trip hazards, and blocked exits reported and fixed.												
Open work orders reviewed; overdue items escalated to the GM.												
Additional Task:												

Instructions:

These are the systems guests never see until they fail: no hot water, a dead ice machine, or a stuck elevator. Hot water and low-use outlets also matter for Legionella control under ASHRAE 188. Log temperatures and flushing every month — the plan only counts if the records exist.

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HOTEL PREVENTIVE MAINTENANCE CHECKLIST

Quarterly & Seasonal

Year: ..... Property: ..... Checked by: .....

TASK	Q1	Q2	Q3	Q4
Rooftop units: filters changed, belts and coils checked, condensate drains clear.				
Cooling tower (if any) cleaned and treated per the water treatment contract.				
Roof walked: membrane, flashing, and penetrations sound; drains and gutters clear.				
Exterior lighting, parking lot lights, and signage all working.				
Walkways, curbs, and parking surfaces free of trip hazards and potholes.				
Pool and spa pumps, filters, and heaters serviced; chemical feeders working.				
Pool drain covers intact, secured, and within their listed service life.				
Exterior doors, windows, and sealants weathertight; no water intrusion.				
Seasonal changeover done: heating or cooling readiness checked before peak demand.				
Additional Task:				

Instructions:

Quarterly items protect the building envelope and the big equipment that is expensive to replace. Schedule them before the season they matter in — HVAC before summer, heating and roof drains before winter. Never let the pool open with a damaged or missing drain cover.

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HOTEL PREVENTIVE MAINTENANCE CHECKLIST

Life Safety & Records

Property: ..... Date reviewed: ..... Reviewed by: .....

TASK	STATUS	LAST SERVICE
Fire alarm system inspected and tested by contractor; report on file.		Date
Sprinkler system inspections current; quarterly and annual reports on file.		
Fire extinguishers inspected monthly; annual service tags current.		
Emergency lights and exit signs tested monthly; annual test logged.		
Kitchen fire suppression serviced within the last 6 months.		
Evacuation maps posted on every guest room door and accurate.		
Room PM log shows every room completed this quarter.		
Deficiencies from every contractor report assigned and closed with dates.		
Additional Task:		

Instructions:

Life safety systems are inspected by contractors, but the hotel owns the records. Keep every report, tag date, and room PM log in one place. When the fire marshal, a brand auditor, or your insurer asks, an incomplete file is treated as an incomplete inspection.

Date:.....

.....

Signature of Chief Engineer

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