

# Hotel Maintenance Checklist

Hotel

## AUDIT VERIFICATION

Inspector's full name

Inspector's signature

SIGNATURE

## OVERALL HOTEL MAINTENANCE CHECKS

Select which of the areas were clean?

☐ Lights ☐ Window areas ☐ Walls ☐ Floor ☐ Carpet ☐ Doors ☐ Surfaces

Mark the clean items in the room

☐ Bed ☐ Mattress ☐ Beddings ☐ Linens ☐ Curtains ☐ Furniture ☐ Baseboards ☐ Furnishings  
☐ Other equipment

Select which of the washroom items were clean?

☐ Shower ☐ Faucet ☐ Glass walls ☐ Mirror ☐ Lavatory ☐ Toilet

Is the carpet cleaned regularly (no dust/stains/allergens/pollens)?

Yes

No

NA

Is the wall intact with proper paint and no stains visible?

Yes

No

NA

Are the joints of bath tubs, showers, windows etc. crack free?

Yes

No

NA

Select which of the methods are used for deep cleaning?

☐

Wet sandblasting

☐

Soda blasting

☐

Cleaning copper trim

☐

Removal of spider webs

Is the swimming pool cleaned regularly?

Yes

No

NA

Is there a need to maintain/repair electrical wiring?

Yes

No

NA

Is there a need to maintain/repair plumbing system?

Yes

No

NA

Are the stocks checked regularly for expiration dates?

Yes

No

NA

Are the stock records updated with purchases?

Yes

No

NA

Select which of the items are available for fire protection?

☐

Fire alarms

☐

Fire extinguisher

☐

Sprinklers

☐

Standpipes

☐

Smoke detectors

Select which of the items are available for emergency and safety?

☐

Power generators

☐

Emergency lights

☐

Emergency exit signs

☐

Evacuation plans

☐

First aid kits

Is there a regular maintenance of cctv camera?

Yes

No

NA

Are cctv recordings secured and is there enough storage for backups?

Yes

No

NA

Overall comments on inspection

textarea