

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