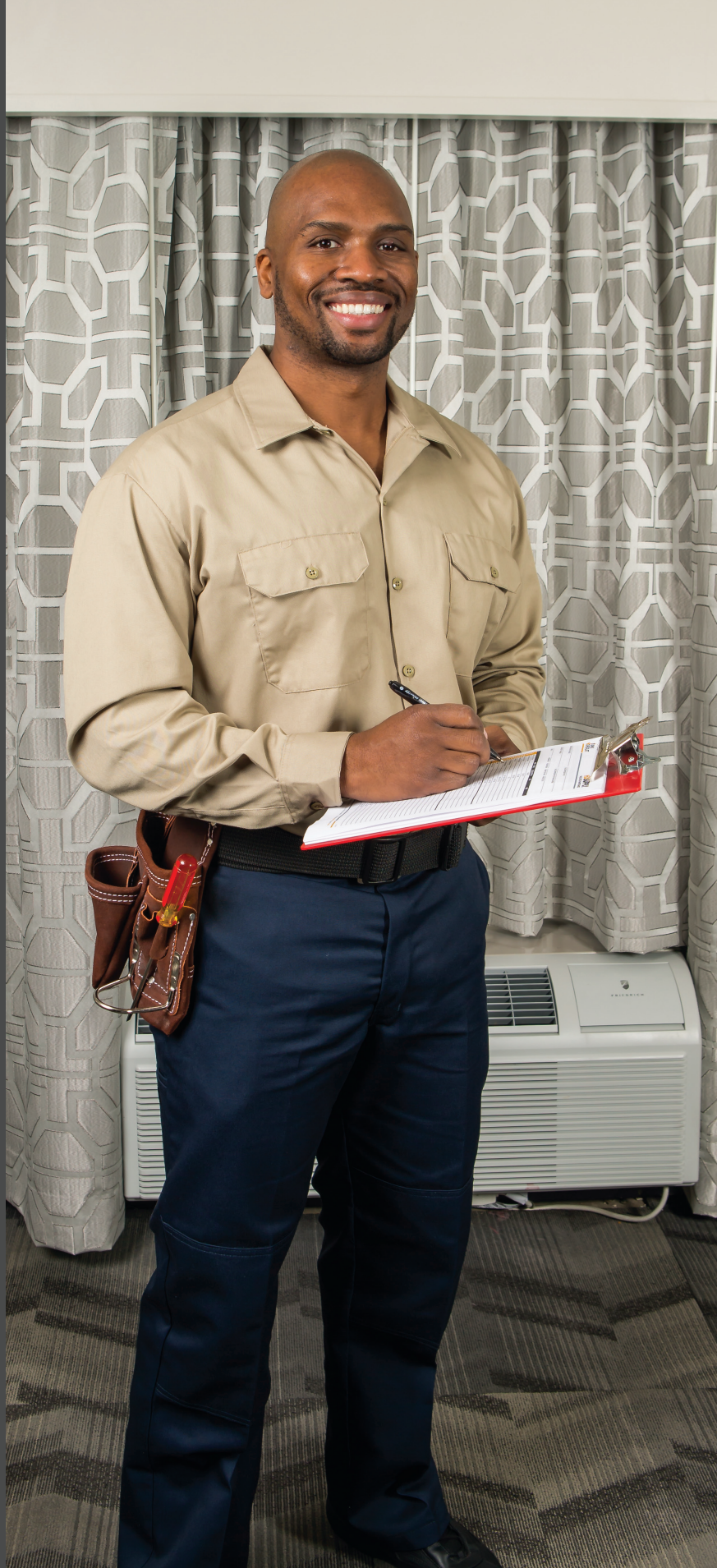


PREVENTATIVE MAINTENANCE CHECKLISTS

Preventative maintenance can reduce overall expenses and helps give guests a more positive experience.

Use our handy Preventative Maintenance Checklist to protect your property's amenities, equipment, and supplies. As you review guest rooms and public areas, mark items that need to be cleaned, repaired, or replaced. By planning ahead and taking preventative maintenance measures now, you can cut down on unplanned service requests that could be disruptive to your guests.

From lighting to electrical to plumbing supplies, tools, and more, trust HD Supply for the everyday essentials you need to keep your property well-maintained and operating efficiently.



PREVENTATIVE MAINTENANCE CHECKLIST

Guest Rooms

The most important responsibility for any hotel is to guarantee secure and hospitable rooms for its guests. One of the best ways to accomplish that is by implementing a Preventive Maintenance (PM) program. Solve problems before they occur, maintain each individual guest room, and improve customer satisfaction.

Room #	
Initial Inspector	
Inspection Date	

Maintenance Repairs	
Engineer	
Start Date	
End Date	
Housekeeping Tasks	
Housekeeper	
Start Date	
End Date	

Final Signoff

Signature of Initial Inspector



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Guest Rooms							
Entrance – Start At The Doorway							
	Inspect the exterior of the guest room door. (First impression)						
	Inspect room number sign.						
	Inspect door handle.						
	Inspect door stop.						
	Does door or frame need to be cleaned, repaired, or repainted?						
	Open the guest room door and inspect the frame and hinges.						
	Does it close automatically? (Life safety)						
	Do the hinges squeak?						
	Inspect and test the electronic lock.						
	Inspect and test the secondary lock.						
	Inspect the peephole to ensure it is clean, clear, and facing the correct direction.						
	Inspect the threshold.						
	Check for Emergency Exit sign on back of door.						
	Check for hotel laws sign on back of door.						
	Inspect and test the light switch.						
	Inspect and test the entrance light.						
	Enter the room and see if anything catches your eye.						
Windows/Sliding Door							
	Inspect and test windows, check for broken seals, cracks, drafts, and broken hardware.						
	Inspect and test window stop.						
	Make sure drapes are in good condition, free of stains, and work correctly.						
	Inspect and test drapery rod, baton, and hooks.						
	Inspect and test balcony doors and screens; they should slide easily and lock properly.						
	Inspect balcony door lock.						
	Inspect balcony door secondary lock.						
	Inspect balcony.						
	Inspect railing for wear, rust, or damage.						
	Inspect any balcony furniture.						
	Inspect any balcony light fixture and make sure it works.						
	Inspect sliding door track for dirt.						
	Inspect adjoining/connecting doors.						
	Inspect and test door locks, hardware, and frame.						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
PTAC/HVAC							
	Inspect and test heating and cooling system.						
	Test the thermostat. (Warm in the winter and cool in the summer)						
	Inspect and clean filters (four times a year) and replace if necessary.						
	Inspect for musty odors when operating the unit.						
	Inspect carpet around the unit for moisture or carpet staining.						
	Inspect and check coils and condensation pan. Clean with coil cleaner and drain pan tabs according to manufacturer's specifications.						
	Inspect any HVAC vents for damage, dirt, or dust.						
	Make sure the unit operates quietly.						
Lighting							
	Test all the lamps in the room.						
	Inspect the cords.						
	Inspect lamp shade for damage or staining and replace if necessary.						
	Straighten shade and turn the seam away from your guests.						
	Inspect switch plates and electrical sockets for damage.						
	Change all the guest room lamps at the same time, and date the bottoms, so you know when they were installed.						
	Replace guest room lighting with compact fluorescent light bulbs (CFLs) or LED equivalents that meet brand standards.						
Closet							
	Inspect the door, shelf, and inside walls.						
	Inspect hangers and ensure the correct number are present and that all are in good working order.						
	Inspect iron for damage and/or stains.						
	Inspect ironing board and pad for damage, stains, and wrinkles.						
	Inspect in-room safe and ensure it is in good working order.						
	Inspect luggage rack.						
	Inspect full-length mirror.						
Flooring/Baseboards/Walls/Ceiling							
	Inspect carpeting for stains and damage.						
	Inspect any tile in room for stains, cracks, or other damage.						
	Inspect baseboards for marks or damage.						
	Inspect walls for marks or damage.						
	Inspect ceiling for marks, stains, or damage.						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Furniture							
	Inspect dresser for chips, scratches, or damage.						
	Inspect and test drawers and hardware.						
	Inspect dresser mirror.						
	Inspect armoire for chips, scratches, or damage.						
	Inspect and test cabinets, drawers, and hardware.						
	Inspect nightstands for chips, scratches, or damage.						
	Drawers should open and close smoothly and easily.						
	Inspect desk for chips, scratches, or damage.						
	Inspect desk chair. (Please sit in chair to ensure proper operation)						
	Inspect and test desk lamp and lamp shade.						
	Inspect any chairs and/or recliners.						
	Inspect coffee table for chips, scratches, or damage.						
	Inspect sofa for any stains, tears, or damage.						
	Inspect end tables for chips, scratches, or damage.						
	Open pull-out sofa bed. Inspect for proper operation and check mattress for stains or damage.						
	Inspect headboard.						
	Inspect bed frame.						
	Inspect top of bed (bedding) for stains or damage, and wear and tear.						
	Inspect mattress for damage, wear and tear, or stains. (Lay on bed)						
	Mattresses should be rotated and/or flipped quarterly.						
	Inspect box spring.						
	Inspect for signs of bedbugs.						
	Inspect and test bedside lamps, shades, and electrical cords.						
	Inspect and test remote controls, and put them on a schedule for battery replacement.						
	Turn on TV and ensure picture is clear.						
	Inspect TV for any damage.						
	Inspect alarm clock and ensure it has the correct time.						
	Make sure the alarm is turned off when room is not occupied.						
	Inspect and test all telephones for proper operation.						
	Inspect telephone faceplate, also ensure it displays the correct information and room number.						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Bathroom							
	Inspect and test bathroom door; it should open and close quietly.						
	Make sure the lock is in good working order.						
	Inspect door stop.						
	Inspect and test hair dryer.						
	Inspect hair dryer filter.						
	Inspect the night-light.						
	Turn on the light switch to ensure lights work properly.						
	Inspect bathroom lighting and fixtures.						
	Inspect the switch plate and outlets.						
	Test the GFCI and reset it.						
	Inspect facial tissue dispenser.						
	Inspect vanity.						
	Inspect inside and under vanity.						
	Inspect the mirrors for cracks, chips, or broken glass.						
	Inspect tiles, grout, and caulking for cracks, mold, mildew, or dirt.						
	Inspect ceiling for stains or damage.						
	Inspect exhaust fan and or vent; fan must operate quietly.						
	Inspect faucet and drain.						
	Test the faucet and run the water.						
	Look under the faucet as if you were going to rinse your mouth. Is it clean?						
	Does the sink drain properly?						
	Test pop-up drain, if applicable.						
	Do you have a 1.5 GPM aerator installed to save water?						
	Does the faucet drip?						
	Ensure towel bar, towel rack, and/or towel shelf are in good condition and securely attached to the wall.						
	Stand in shower/sit in the tub. (Look from the guest's point of view)						
	Inspect the grout.						
	Inspect caulking.						
	Inspect tiles. Look for cracks or missing grout or caulking, which can lead to moisture and mold in the walls. These become very costly repairs and a source of room odor.						
	Inspect the soap dish and shelf.						
	Inspect faucet, overflow valve, and drain.						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Bathroom, continued							
	Inspect tub spout and test shower diverter. Ensure that there are no leaks or drips.						
	Ensure shower works properly with good water pressure.						
	Inspect walls and baseboards for scuff marks, stains, cracks, holes, and dust.						
	Make sure the showerhead does not leak or drip.						
	Clean any calcium deposits from showerhead and run the water to check the pressure.						
	Inspect the shower rod.						
	Ensure shower rod is secured to the wall.						
	Inspect shower curtain for damage, mold, or mildew.						
	Inspect toilet, seat, base, and tank.						
	Inspect caulk around toilet.						
	Test the toilet. Does it flush properly?						
	Open the tank lid and inspect flush valve and flapper.						
	Does the flapper show any signs or wear, dirt buildup, or leaking? (Leaky flapper = Lost money)						
	Inspect bath tissue dispenser.						
	Inspect facial tissue dispenser.						





PREVENTATIVE MAINTENANCE CHECKLIST

Public Areas

Keep your property and public areas attractive and in good condition all year. Use the HD Supply Preventive Maintenance (PM) checklist to catch minor issues before they turn into more expensive repair and remodeling projects.

Room #	
Initial Inspector	
Inspection Date	

Maintenance Repairs	
Engineer	
Start Date	
End Date	
Housekeeping Tasks	
Housekeeper	
Start Date	
End Date	

Final Signoff

Signature of Initial Inspector

3 EASY WAYS TO ORDER



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✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Public Areas							
Parking Lot Area							
	Inspect signage illumination and condition.						
	Inspect parking lot lights. (Working; turn on at correct time)						
	Inspect parking lot condition.						
	Inspect parking lot stripes.						
	Inspect curb markings.						
	Inspect landscaping. (Flowers, trees, mulch, etc.)						
	Inspect sidewalks. (Cracks, stains, breaking up, etc.)						
Dumpster Area							
	Check dumpster gates and locks. (Condition, paint, etc.)						
	Inspect dumpster walls. (Clean and in good condition)						
	Inspect dumpster area. (Condition, stains, sufficient storage)						
Hotel Exterior							
	Inspect exterior windows/screens. (Condition)						
	Inspect trash cans and ashtrays. (Condition, stains)						
	Check exterior doors, including hinges. (Condition)						
	Check exterior locks. (Functional and in good condition)						
	Inspect lights. (Functional and clean)						
	Inspect outside of building. (Stains, rust, discoloration)						
	Check roof, clean drains.						
Business Center							
	Check lighting. (Functional and clean)						
	Inspect switches. (Condition)						
	Inspect counter. (Condition)						
	Inspect trash cans. (Clean and in good condition)						
	Inspect carpet. (Clean and in good condition)						
	Inspect chairs. (Condition, wheels, lever)						
	Inspect cabinets. (Doors, hinges, shelves)						
	Inspect walls. (Condition)						
	Check all equipment, including cords. (Functional, clean, good condition)						
	Inspect lighting. (Functional and clean)						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Breakfast Area							
	Check toasters, including cords. (Functional, clean, good condition)						
	Check microwaves, including cords. (Functional, clean, good condition)						
	Check other equipment, including cords. (Condition)						
	Inspect cabinets. (Condition of doors and shelves)						
	Inspect electrical outlets. (Functional and in good condition)						
	Inspect counter. (Condition)						
	Inspect tables. (Condition and stability)						
	Inspect chairs. (Condition, stability, and clean)						
	Inspect vents. (Clean and in good condition)						
	Inspect walls. (Clean and in good condition)						
	Inspect carpet/flooring. (Clean and in good condition)						
Pantry							
	Inspect flooring. (Clean and in good condition)						
	Inspect counters. (Clean and in good condition)						
	Check drains. (Functional and clean)						
	Check sinks and faucets. (Clean, good condition, no leaks)						
	Check dishwashing unit. (Hoses, temperature, condition)						
	Inspect refrigeration unit. (Hoses, temperature, condition)						
	Check lighting. (Functional and clean)						
	Inspect walls. (Condition)						
	Inspect shelving. (Condition)						
Restrooms							
	Inspect signage. (Correct, clean, good condition)						
	Check door, including locks. (Functional and in good condition)						
	Inspect mirrors. (Condition, secure, clean)						
	Inspect counter/vanity. (Condition, secure, clean)						
	Inspect stall walls. (Clean and in good condition)						
	Check sinks. (Drains, caulking, condition)						
	Check toilets, including caulking. (Functional, seats)						
	Inspect walls. (Clean and in good condition)						
	Inspect floors. (Clean and in good condition)						
	Check fans/vents. (Functional and clean)						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Restrooms, continued							
	Inspect lighting. (Functional and clean)						
	Inspect chart. (Staff should check restroom condition hourly)						
Storage Areas/Maintenance Room							
	Inspect storage area. (Clean and organized)						
	Inspect UL fire-rated storage cabinet. (Flammable paint, stains, adhesives, etc., to be stored only in this cabinet)						
	Inspect first aid kit. (Replenish any missing items)						
	Inspect storage area walls. (Condition)						
	Check doors. (Locks work and open easily)						
	Inspect vents. (Clean and in good condition)						
	Check paperwork. (Work orders, PM inspecting forms, purchase orders – all complete and filed correctly)						
	Verify keys for area. (Available but in a secure area)						
	Check lighting. (Functional and clean)						
	Inspect tool inventory. (Complete)						
	Check cribs are in good working order. (Secure and safe)						
	Check crib mattresses are in good working order. (Clean)						
	Check rollaway beds are in good working order.						
Closet Areas							
	Inspect doors/locks. (Functional and in good condition)						
	Inspect shelves/brackets. (Secure and in good condition)						
	Well organized.						
Pool							
	Check pool door/gate/lock are in good working order. (Operable, secure, self-closing)						
	Inspect shelves for clean pool towels. (Shelves should be clean, durable, stable, and organized)						
	Inspect used towel container. (Should be clean and neat)						
	Check pool phone and ensure it is clean and in good working order.						
	Inspect pool area and ensure water is clean and free of debris.						
	Ensure lounge chairs are in good working order. (Clean and in good condition)						
	Ensure chairs are in good working order. (Clean and in good condition)						
	Ensure tables are in good working order. (Clean and in good condition)						
	Ensure umbrellas are in good working order. (Clean and in good condition)						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Pool, continued							
	Check pool filters. (Clean and in good condition)						
	Inspect water testing records. (Completed in accordance with state and local laws, organized by date, and in binder)						
	Chemicals. (Stored securely)						
	Inspect pool deck. (Condition, markings)						
	Inspect pool walls. (Clean and in good condition)						
	Inspect fence. (Secure and in good condition)						
	Inspect trash cans. (Clean and in good condition)						
	Inspect signage. (Secure and in good condition)						
	Check for lifesaving equipment. (Available, condition)						
	Inspect pump. (Functional and clean)						
Exercise Room							
	Inspect universal weight machine. (Operable, condition)						
	Inspect 2nd piece of equipment. (Operable, condition)						
	Inspect 3rd piece of equipment. (Operable, condition)						
	Inspect 4th piece of equipment. (Operable, condition)						
	Inspect lighting. (Functional and in good condition)						
	Check television. (Functional and secure)						
	Check windows and windowsills. (Clean and in good condition)						
	Inspect carpeting. (Clean and in good condition)						
	Check scale. (Functional)						
Spa							
	Inspect spa. (Functional and in good condition)						
	Inspect floor. (Condition)						
	Inspect lighting. (Functional and clean)						
	Inspect signage. (Secure and in good condition)						
	Check storage bins. (Condition)						
	Inspect water testing records. (Completed in accordance with state and local laws, organized by date, and in a binder)						
Vending Areas							
	Inspect vending machines and vending machine lighting. (Functional and in good condition)						
	Inspect electrical outlets. (Functional and in good condition)						
	Inspect drainage. (Clean and in good condition)						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Vending Areas, continued							
	Inspect and test ice machines. (Functional and clean)						
	Inspect ice machine filter and change if necessary.						
	Inspect lighting. (Functional and clean)						
	Inspect signage. (Secure and in good condition)						
	Inspect flooring. (Clean and in good condition)						
Lobby							
	Inspect area rug. (Clean and in good condition)						
	Inspect chairs. (Clean and in good condition)						
	Inspect couch. (Clean and in good condition)						
	Check the condition of tables and lamps, including cords. (Functional and in good condition)						
	Inspect lamp shades. (Secure and in good condition)						
	Inspect lobby telephone. (Functional and clean)						
	Inspect plants. (Clean and in good condition)						
	Inspect planters. (Clean and in good condition)						
	Inspect lighting. (Functional and clean)						
	Inspect signage. (Condition)						
	Inspect doors. (Functional, clean, and in good condition)						
	Inspect flooring. (Clean and in good condition)						
	Inspect railings. (Secure and in good condition)						
	Inspect counter. (Condition)						
	Inspect entry and lobby walls. (Condition)						
	Check luggage carts. (Functional, clean, and in good condition)						
	Check music system. (Functional)						
	Inspect area rug. (Clean and in good condition)						
Elevators							
	Inspect lighting. (Functional and clean)						
	Inspect walls. (Condition)						
	Inspect telephone. (Functional and secure)						
	Inspect flooring. (Condition)						
	Inspect doors and door tracks. (Functional and clean)						
	Inspect signage. (Condition)						



✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
Halls							
	Inspect all carpets. (Clean and in good condition)						
	Inspect all walls. (Clean and in good condition)						
	Inspect lighting. (Functional and clean)						
	Check fire extinguishers. (Condition, date)						
	Check fire alarms. (Functional and clean)						
	Check exit signs, including bulbs. (Functional and clean)						
	Inspect other signage, including vending (Secure and clean)						
	Inspect stairwells. (Clean and in good condition)						
	Inspect railings. (Secure and in good condition)						
	Inspect stairwell doors. (Functional and in good condition)						
	Inspect stairwell signage. (Condition)						

