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Hotel Room Maintenance & Preventive Maintenance Checklist

Date: _____ | Inspector: _____ | Doc #: _____

Inspection Date	
Hotel / Property Name	
Inspector / Engineer Name	
Floor / Zone	

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Room Maintenance Checks

Room Maintenance 1

Room Number	

Lighting & Power

All light fittings, switches, and lamps operational and safe	☐ Pass ☐ Fail
Sockets, USB points, and extension outlets secure and undamaged	☐ Pass ☐ Fail ☐ N/A

HVAC & Ventilation

Air conditioning / heating operates correctly in all modes	☐ Pass ☐ Fail
Filters, grilles, and vents clean and free from obstruction	☐ Pass ☐ Fail ☐ N/A

Plumbing & Bathroom Fixtures

Basin, bath, and shower taps run freely with no obvious leaks	☐ Pass ☐ Fail
Toilet flush operates correctly and cistern not continuously running	☐ Pass ☐ Fail ☐ N/A
Drains flow freely (no slow draining or blockages)	☐ Pass ☐ Fail ☐ N/A

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Furniture, Doors & Windows

Doors, locks, and latches operate smoothly (including balcony if applicable)	☐ Pass ☐ Fail
Windows open/close where allowed and restrictors functional	☐ Pass ☐ Fail ☐ N/A
Furniture, fixtures, and fittings stable, undamaged, and safe to use	☐ Pass ☐ Fail ☐ N/A

Defects Identified

Actions Required / Work Order Reference

Room Maintenance 2

Room Number	

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Lighting & Power

All light fittings, switches, and lamps operational and safe	☐ Pass ☐ Fail
Sockets, USB points, and extension outlets secure and undamaged	☐ Pass ☐ Fail ☐ N/A

HVAC & Ventilation

Air conditioning / heating operates correctly in all modes	☐ Pass ☐ Fail
Filters, grilles, and vents clean and free from obstruction	☐ Pass ☐ Fail ☐ N/A

Plumbing & Bathroom Fixtures

Basin, bath, and shower taps run freely with no obvious leaks	☐ Pass ☐ Fail
Toilet flush operates correctly and cistern not continuously running	☐ Pass ☐ Fail ☐ N/A
Drains flow freely (no slow draining or blockages)	☐ Pass ☐ Fail ☐ N/A

Furniture, Doors & Windows

Doors, locks, and latches operate smoothly (including balcony if applicable)	☐ Pass ☐ Fail
Windows open/close where allowed and restrictors functional	☐ Pass ☐ Fail ☐ N/A

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Furniture, fixtures, and fittings stable, undamaged, and safe to use

☐ **Pass**   ☐ **Fail**   ☐ **N/A**

Defects Identified

Actions Required / Work Order Reference

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