



Hotel Room Maintenance & Preventive Maintenance Checklist

Room-by-room preventive maintenance: electrical, HVAC, plumbing, fabric, and work-order capture.

HOTEL / PROPERTY

FLOOR / ZONE

ROOM NUMBER

ENGINEER / TECHNICIAN

INSPECTION DATE

Visit type

☐

Scheduled PM

☐

Guest request

☐

Pre-arrival

☐

OOO recovery

1. Electrical & lighting

All light fittings and switches operational; correct bulbs fitted

☐

Pass

☐

Fail

☐

N/A

Sockets, USB points, and bedside chargers secure / undamaged

☐

Pass

☐

Fail

☐

N/A

Safe / electronic lockers power and function OK (if fitted)

☐

Pass

☐

Fail

☐

N/A

ELECTRICAL DEFECTS / PARTS NEEDED

2. HVAC & ventilation

AC / heating operates in all required modes

☐

Pass

☐

Fail

☐

N/A

THERMOSTAT SETPOINT CHECK / ROOM TEMP

°C

Filters, grilles, and vents clean and unobstructed

☐

Pass

☐

Fail

☐

N/A

No abnormal noise, vibration, or odour from unit

☐

Pass

☐

Fail

☐

N/A

3. Plumbing & bathroom

Basin / bath / shower taps run freely; no drips or leaks

☐

Pass

☐

Fail

☐

N/A

Toilet flush correct; cistern not continuously running

☐

Pass

☐

Fail

☐

N/A

Drains flow freely; no slow drain or foul odour

☐

Pass

☐

Fail

☐

N/A

Sealant / silicone intact; no mould growth at joints

☐

Pass

☐

Fail

☐

N/A

Water pressure acceptable; mixer temperature safe

☐

Pass

☐

Fail

☐

N/A

4. Doors, windows, furniture & safety

Entrance door, lock, latch, and spyhole operate smoothly

☐

Pass

☐

Fail

☐

N/A

Windows / balcony doors operate; restrictors functional

☐

Pass

☐

Fail

☐

N/A

Furniture stable and undamaged; headboard / wall fixings secure

☐

Pass

☐

Fail

☐

N/A

Smoke detector present and not obstructed / end-of-life indicated

☐

Pass

☐

Fail

☐

N/A

Room safe to occupy after this visit?

☐

Yes

☐

No

☐

N/A

DEFECTS FOUND / PARTS ORDERED / FOLLOW-UP REQUIRED

Corrective / follow-up actions

FINDING / ACTION REQUIRED	OWNER	PRIORITY	DUE DATE	STATUS

Sign-off

COMPLETED BY

DATE / TIME

SIGNATURE

REVIEWED / APPROVED BY