



PREVENTIVE MAINTENANCE CHECKLISTS

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

Use our handy Preventive 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 preventive maintenance measures now, you can cut down on unplanned service requests that could be disruptive to your guests.

From lighting and 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.

PREVENTIVE MAINTENANCE CHECKLIST

Guest Rooms

The biggest responsibility for any hotel is to guarantee secure and hospitable rooms for their 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 with HD Supply's customizable PM checklist.

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 secondary lock.						
	Inspect the peep hole 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, rusting, or damage.						
	Inspect any balcony furniture.						
	Inspect any balcony lighting fixture and make sure it works.						
	Inspect sliding door track for dirt.						
	Inspect adjoining/connection doors.						
	Inspect and test door locks, hardware, and frame.						

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 (4 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 the coils and condensation pan. Clean 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 shade for damage or staining and replace as necessary.						
	Straighten shade and turn the seam away from your guests.						
	Inspect switch plates and wall sockets for damage.						
	Change all the guest room lighting at the same time, and date the bottoms, so you know when they were installed.						
	Replace guest room lighting with compact fluorescent lighting (CFLs) or LED equivalent that meets brand standards.						
CLOSET							
	Inspect the door, shelf, and inside walls.						
	Inspect hangers and ensure the correct number 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.						
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 desks for chips, scratches, or damage.						
Inspect desk chair (Please sit in chair to ensure proper operation.)						
Inspect and test desk lamp and lampshade.						
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, wear or tears.						
Inspect mattress for damage, wear, 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 bed lamps, shades, and electrical cords.						
Inspect and test remote controls, and put them on a schedule for battery replacement.						
Turn on TV and ensure pictures is clear.						
Inspect TV for any damage.						
Inspect alarm clocks 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 faceplate, also ensure proper information and room number.						

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 hairdryer.						
Inspect hairdryer filter.						
Inspect the nightlight.						
Turn on the light switch to ensure lights work properly.						
Inspect bathroom lighting and fixtures.						
Inspect the faceplate and outlets.						
Test the GFCI and reset.						
Inspect facial tissue dispenser.						
Inspect vanity.						

Inspect inside or 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 are 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 the shower/sit in the tub. (looking from the guests' 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 smell.						
Inspect soap dish and shelf.						
Inspect faucet, overflow valve, and drain.						
Inspect tub spout and test shower diverter. Ensure that there are no leaks or drips.						
Ensure shower works properly and has good 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 pressure.						
Inspect the shower rod.						
Ensure shower rod is secure 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 signs of wear, dirt build up, or leaking? (leaky flapper = lost money)						
Inspect bath tissue dispenser.						
Inspect facial tissue dispenser.						

PREVENTIVE 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.

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PUBLIC AREAS – Parking Lot Area							
	Inspect signage illuminated and condition.						
	Inspect parking lot lights. (correct time to turn on, working)						
	Inspect parking lot condition.						
	Inspect parking lot stripes.						
	Inspect curb markings.						
	Inspect landscaping. (flowers, trees, mulch, etc.)						
	Inspect sidewalks. (cracks, stains, break-up, etc.)						
PUBLIC AREAS – Dumpster Area							
	Check dumpster gates and lock. (condition, paint, etc.)						
	Inspect dumpster walls. (condition, clean)						
	Inspect dumpster area. (condition, stains, storage)						
PUBLIC AREAS – Hotel Exterior							
	Inspect exterior windows/screens. (condition)						
	Inspect waste cans and ashtrays. (condition, stains)						
	Check exterior doors. (condition, hinges)						
	Check exterior locks. (condition, works)						
	Inspect lights. (illuminated and clean)						
	Inspect outside of building. (stains, rust, discoloration)						
	Check roof, clean drains.						
PUBLIC AREAS – Business Center							
	Check lighting. (illuminates, clean)						
	Inspect switches. (condition)						
	Inspect counter. (condition)						
	Inspect waste can. (condition, clean)						
	Inspect carpet. (clean, condition)						
	Inspect chairs. (condition, wheels, handle)						
	Inspect cabinets. (doors, hinges, shelves)						
	Inspect walls. (condition)						
	Check all equipment. (cords, condition, working)						
	Inspect lighting. (illuminates, switches, operable, clean)						
	Check toasters. (cords, condition)						
	Check microwaves. (cords, condition)						
	Check other equipment. (cords, condition)						
	Inspect cabinets. (condition, doors, shelves)						
	Inspect electrical outlets. (condition, working)						
	Inspect counter. (condition)						
	Inspect tables. (stable, condition)						
	Inspect chairs. (stable, condition, clean)						
	Inspect vents. (clean, condition)						
	Inspect walls. (condition, clean)						

✓	Item to Review	Clean	Dirty	Repair	Replace	Compliant	Notes
	Inspect carpet/flooring. (condition, clean)						
PUBLIC AREAS – Pantry							
	Inspect flooring. (condition, clean)						
	Inspect counters. (condition, clean)						
	Check drains. (clean, working)						
	Check sinks and faucets. (condition, leaks, clean)						
	Check dishwashing unit. (hoses, temperature, condition)						
	Inspect refrigeration unit. (hoses, temperature, condition)						
	Check lighting. (operable, clean)						
	Inspect walls. (condition)						
	Inspect shelving. (condition)						
PUBLIC AREAS – Restrooms							
	Inspect signage. (correct, condition, clean)						
	Check door. (lock, operable, condition)						
	Inspect mirrors. (condition, secure, clean)						
	Inspect counter/vanity. (condition, secure, clean)						
	Inspect stall walls. (condition, clean)						
	Check sinks. (drains, caulking, condition)						
	Check toilets. (operable, caulking, seats)						
	Inspect walls. (condition, clean)						
	Inspect floors. (condition, clean)						
	Check fans/vents. (operable, clean)						
	Inspect lighting. (operable, clean)						
	Inspect chart. (staff hourly checking condition of restroom)						
PUBLIC AREAS – Storage Areas/Maintenance Room							
	Inspect storage area. (organized, clean)						
	Inspect UL fire-rated storage cabinet. (in place and filled with flammable paint, stains, adhesives, etc.)						
	Inspect first aid kit. (complete)						
	Inspect storage area walls. (condition)						
	Check doors. (locks work, open easily)						
	Inspect vents. (clean)						
	Check paperwork. (work orders, PM inspecting forms, purchase orders – filed, completed)						
	Verify keys for area. (available, secure)						
	Check lighting. (operable, 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.						

PUBLIC AREAS – Closet Areas							
	Inspect doors/locks. (condition, operable)						
	Inspect shelves/brackets. (condition, secure)						
	Check for organization.						
PUBLIC AREAS - Pool							
	Check pool door/gate/lock are in good working order. (operable, secure, self-closing)						
	Inspect shelves for clean pool towels. (clean, durable, stable, organized)						
	Inspect used pool towel receptacle. (clean and neat looking)						
	Check pool phone and ensure it is in good working condition and clean.						
	Inspect pool area and ensure water is clean and free of debris.						
	Inspect lounge chairs are in good working order. (condition, clean)						
	Inspect chairs are in good working order. (condition, clean)						
	Inspect tables are in good working order. (condition, clean)						
	Inspect umbrellas are in good working order. (condition, clean)						
	Check pool filters are clean and in good working order.						
	Inspect water test paperwork. (completed in accordance with state and local laws, organized by date and in binder)						
	Chemicals. (stored, secure)						
	Inspect pool deck. (condition, markings)						
	Inspect pool walls. (condition, clean)						
	Inspect fence. (condition, secure)						
	Inspect waste cans. (condition, clean)						
	Inspect signage. (condition, secure)						
	Check for life-saving equipment. (available, condition)						
	Inspect pump. (operable, clean)						
PUBLIC AREAS – 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. (operable, condition)						
	Check television. (operable, secure)						
	Check windows and window sills. (clean, condition)						
	Inspect carpeting. (clean, condition)						
	Check scales. (operable, available)						

PUBLIC AREAS – Spa							
	Inspect spa. (condition, operational)						
	Inspect floor. (condition)						
	Inspect lighting. (operable, clean)						
	Inspect signage. (secure, condition)						
	Check for storage bins. (condition)						
	Inspect water test paperwork. (completed in accordance with state and local laws, organized by date and in binder)						
PUBLIC AREAS – Vending Areas							
	Inspect vending machines and vending machine lighting. (operable, condition)						
	Inspect electrical outlets. (secure, condition)						
	Inspect drainage. (clean, condition)						
	Inspect and test ice machines. (operable, clean)						
	Inspect ice machine filter and change if necessary.						
	Inspect lighting. (operable, clean)						
	Inspect signage. (secure, condition)						
	Inspect flooring. (condition, clean)						
PUBLIC AREAS – Lobby							
	Inspect area rug. (condition, clean)						
	Inspect chairs. (condition, clean)						
	Inspect couch. (condition, clean)						
	Check the condition of lobby area tables. Inspect lamps. (operable, condition, cords)						
	Inspect lampshades. (condition, secure)						
	Inspect lobby telephone. (clean, operable)						
	Inspect plants. (clean, condition)						
	Inspect planters. (clean, condition)						
	Inspect lighting. (clean, operable)						
	Inspect signage. (condition)						
	Inspect doors. (condition, clean, operable)						
	Inspect flooring. (condition, clean)						
	Inspect railing. (secure, condition)						
	Inspect counter. (condition)						
	Inspect entry and lobby walls. (condition)						
	Check luggage carts. (operable, clean, condition)						
	Verify music. (operable)						
	Inspect area rug. (condition, clean)						

PUBLIC AREAS – Elevators							
	Inspect lighting. (operable, clean)						
	Inspect walls. (condition)						
	Inspect telephone. (operable, secure)						
	Inspect flooring. (condition)						
	Inspect doors and door tracks. (clean, operable)						
	Inspect signage. (condition)						
PUBLIC AREAS – Halls							
	Inspect carpet 1st floor. (condition, clean)						
	Inspect walls 1st floor. (condition, clean)						
	Inspect lighting. (operable, clean)						
	Check fire extinguishers. (condition, date)						
	Check fire alarms. (operable, clean)						
	Check exit signs. (operable, bulbs)						
	Inspect carpet 2nd floor. (condition, clean)						
	Inspect other signage – vending. (secure, clean)						
	Inspect stairwells. (clean, condition)						
	Inspect railings. (secure, condition)						
	Inspect stairwell doors. (condition, operable)						
	Inspect stairwell signage. (condition)						