



Printable Hotel Maintenance Checklist

I. Daily Tasks

Task Description	Status	Comments
Inspect lobby area for cleanliness and repair needs.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Check the lighting in guest areas and replace burnt-out bulbs.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Ensure HVAC systems are functioning properly.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	

II. Weekly/Monthly Tasks

Task Description	Status	Comments
Test fire alarms and emergency lighting.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Inspect and clean air filters in guest rooms.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	
Check and seal leaks in plumbing systems.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed	

III. Safety Checks

Hotel Engineering Preventive Maintenance Checklist

Lei Huang



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