

# Hotel Maintenance Checklist

## Guest Room

Are there any leaky faucets, dripping showers, and malfunctioning toilets?

☐ Yes

☐ No

☐ N/A

Are there any malfunctioning electrical outlets, switches, and lighting fixtures?

☐ Yes

☐ No

☐ N/A

Are HVAC systems' temperature control and air quality needing attention?

☐ Yes

☐ No

☐ N/A

Are there any signs of pest infestations?

☐ Yes

☐ No

☐ N/A

Do the furniture, fixtures, and appliances have any signs of wear and tear?

☐ Yes

☐ No

☐ N/A

Do the fire safety equipment (smoke detectors and sprinkler systems) require maintenance, repair, or replacement?

☐ Yes

☐ No

☐ N/A

Are door locks, latches, and hinges in bad condition?

☐ Yes

☐ No

☐ N/A

Do the windows, curtains, and blinds need to be cleaned or fixed?

☐ Yes

☐ No

☐ N/A

## Common Areas

Is there any trash or waste still present?

☐ Yes

☐ No

☐ N/A

# Hotel Maintenance Manual Guide

**United States. Environmental  
Protection Agency**



## **Hotel Maintenance Manual Guide:**

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