

Use this checklist when performing room inspections

A good rule of thumb is to start inspecting 25 percent of your rooms each month and make the necessary repairs, thus each room would be properly maintained at least three times a year. If your maintenance inspections are in conjunction with a “deep cleaning” program, every room should be maintained in near perfect condition.



Air conditioners/heaters:

- ☐ Check that switches/control valves are working properly
- ☐ Check that the thermostat dial positions are working
- ☐ Check the thermostat probe to make sure it is secure and working properly
- ☐ Check that filters are clean and replace if needed
- ☐ Check fan and motor; clean, lubricate and secure it in place
- ☐ Clean evaporation and condenser units
- ☐ Clean condensation pans and drains
- ☐ Clean, maintain exterior grill
- ☐ Check for leaks in the refrigeration system

Electrical:

- ☐ Check lamp switches are working correctly
- ☐ Check lamp socket and swivels are tight and in good repair
- ☐ Check lampshades are clean with no holes

- ☐ Check that all light bulbs are working properly
- ☐ Check lamp base/body are in good repair
- ☐ Check timer switches are working correctly
- ☐ Check that heat lamps are working properly
- ☐ Clean all fixtures
- ☐ Check that all switch/outlet plates are good

Guestroom appliances:

- ☐ Check televisions for clear audio and video
- ☐ Check that the remote is clean and working properly—replace batteries if necessary
- ☐ Check that the telephones are working
- ☐ Check that windows/mirrors are good

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