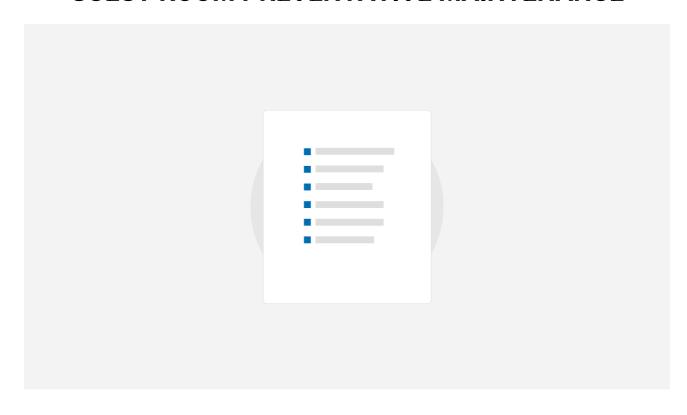
GUEST ROOM PREVENTATIVE MAINTENANCE



A. Heat Pumps: Secure knob on thermostat

Clean/Change air Filter

Clean air vent

Clean mold

Clean condensate drain

Visually inspect valves for leaks

Vacuum/Comb coil fins

Vacuum and oil motor

Flush water lines

Check to make sure all valves are in the proper position

B. Lamps:

Check switches

Check all light bulbs

Check lamp shades & replace or repair as necessary

C. Switches and Receptacles:

Test light switches
Test electric receptacles
Test GFI in bathroom to make sure its trips
Tighten all switch & receptacle covers
Make sure the colors of all receptacles and switch covers match
D. Televisions:
Check to see if remote control works - Test battery & replace as necessary
E. Telephone:
Replace dialing instructions if necessary
Replace phone if there are any large cosmetic defects
Check for dial tone
F. Furniture:
Check drawer handles and knobs and replace as necessary
Lubricate drawer guides with dry-lube if necessary
Make sure desk and armoire are level
Clean and touch-up stain and scratches on all furniture
Check springs on chairs
Check and secure headboards & finials
Check and secure all wheels
G. Windows And Mirrors:
Lubricate window guides with dry lube if necessary
Secure all windows
Check and secure all mirror hangers
Check and secure all window hardware
H. Drapery Track & Rollers:

Inspect and secure all drapery track and rollers
I. Closets:
Check and repair sliding door tracks as necessary
Check floor guides for sliding doors
Check bumpers on sliding doors
Check door stop
Check wall hooks
J. Doors (main bathroom and connecting):
Check and secure all handeles
Check for proper closure
Check appearance & touch-up as necessary
Lubricate & secure all hinges as necessary
Check night latch
Check striker plates
Check deadbolt
Check door bumper
Check fire exit plan
Check peep hole
Check room number plate
K. Bathroom:
Check toilet flush valve Check toilet cover bumper
Check seat hinges
Check toilet seal for evidence of leaks
Check bath drain plugs and pop-up
Check faucet drain plugs and pop-up
Check mixing valve
Check bath valves and washers & replace as necessary
Check faucet valves and washers & replace as necessary
Check raucet valves and washers & replace as necessary

	Check escutcheon plates
	Check shower enclosure tracks and doors
	Check shower enclosure bumper and handles
	Check sink trap
	Check faucet aerator
	Check toilet paper holder
	Check floor and wall tile & replace & grout as necessary
	Check soap dish, grab bars and towel bars
	Check & replace all caulking as necessary
	Repair all sink cracks
	Check mirrors for cracks
L. (General Check
	Check and paint baseboards and casings as necessary
	Check and paint all walls as necessary
	Check and repair all wallpaper as necessary
	Check and paint all ceiling as necessary
	Check and secure all pictures
	Check temperature
	Appearance
	Smoke detector battery
	Check floor coverings
	Check ceiling fans
	Check A/C Make and Share Free Checklists
	checkli.com