

# 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:**

- ☐ Check all wand screws & tighten as necessary

- ☐ 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 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

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