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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