

Hotel Room Preventive Maintenance Checklist

By Checklist.com

☐ **Confirm the room, work scope and access window**

Check the planned maintenance work and recent defect history. Coordinate with reception and housekeeping, verify occupancy and access permission, and confirm who controls the room's availability during the work.

☐ **Review the approved checks and required competence**

Use the room's equipment list, manufacturer instructions and site maintenance plan. Confirm the tools, permits and qualified support required. Do not extend an inspection into a specialist repair outside your authorization.

☐ **Secure the work area and confirm safe working conditions**

Follow the room-entry procedure and protect guests, staff and belongings. Where the task requires isolation or other controls, use the approved procedure through competent authorized staff before work begins. Stop if those controls cannot be established.

☐ **Check the entrance door, lock and room security fittings**

Use approved functional checks for the latch, closer, lock and any fitted viewer or secondary security device. Record failed operation and refer access-control faults to the authorized specialist. Do not defeat or bypass a lock to continue the check.

☐ **Inspect lighting, switches and visible electrical condition**

Follow the planned visual and permitted functional checks. Look for damage, loose fittings or signs of overheating without opening energized equipment. Stop use and escalate suspected electrical faults through the approved process.

☐ **Check plumbing fixtures and drainage**

Check taps, shower fittings, toilet operation and visible leaks using the approved method. Record the precise location and symptom. Report water-temperature or drainage concerns for the appropriate investigation; do not improvise system settings.

☐ **Check heating, cooling and room controls**

Test permitted operating functions against the site standard. Note abnormal noise, leaks, blocked airflow or unresponsive controls. Follow the maintenance plan for filter or equipment service rather than opening or altering equipment outside your role.

☐ **Check furniture, windows and installed equipment**

Look for unstable furniture, damaged fittings and faulty permitted window operation. Check listed room appliances and guest controls using their instructions. Record the asset or location so the repair team can find the defect.

☐ **Complete authorized safety-equipment checks**

Perform only the checks assigned to your role for alarms, safety signage or other listed equipment. Refer specialist inspections to the responsible technician. Do not disable equipment or treat a visual check as a required technical test.

☐ **Record defects and assign the repair or follow-up**

Give each issue a location, clear symptom, priority and work-order reference in the maintenance system. Notify the responsible colleague immediately about safety-critical findings. Keep unresolved items visible at handback.

☐ **Verify completed work and restore the room**

Have the authorized person verify the repair as required. Remove tools and waste, reinstate equipment through the approved process and coordinate cleaning or inspection. Do not conceal an unresolved fault behind a completed task.

☐ **Confirm the release decision with the room-status owner**

Record whether engineering clearance is given and what remains open. Obtain any required approval, then confirm reception and housekeeping received the status. Do not treat checklist completion as an automatic availability update.