COBBLESTONE HOTELS

PREVENTATIVE MAINTENANCE CHECKLIST

Welcome & Public Space

Month: _____

Date: _____

Employee: _____

Hotel exterior must be reviewed a minimum of two times per month.

Use the following to mark the status of the item noted:

	Needs Repair	✓	**OK**
Date Completed	**Repair Complete**		**N/A**

ENTRANCE	Status	Complete?
Entrance Door Appearance/ Damage/ Signage		
Handle Appearance/ Secure		
Hinges & Hinge Pins Lubricated/ Secure		
Door Frame Appearance/ Secure		
Bumpers Condition		
Check & Adjust Door Closures		
Smooth, Tight Fit on Doors		
Door Locks Operational		
Door Stops		
Door Mat Condition		
Emergency Exit Operational/ Alarm		
Emergency Exit Signage Visible/ Bulbs		
Fire Extinguishers Operational		
ELECTRICAL/TELECOMMUNICATIONS	**Status**	**Complete?**
Receptable Appearance/ Secure		
Switch Appearance/ Secure		
Telephone(s) Condition/ Operational		
Telephone Dialing Instructions Visible		
High Speed Internet Wired/ Hotspot Operation		
PUBLIC AREAS HEATING/COOLING SYSTEM	**Status**	**Complete?**
Valve Condition/ Operational		
Thermostat Condition/ Operational/ Timer Set		
Filter Condition/ Appearance		
Register Condition/ Appearance		
Condensation & Water Pan Operational/ Odor		
Blower Fan Clean/ Lubricated/ Belts/ Quiet		
Leaks		

PUBLIC AREAS HEATING/COOLING (Cont)	Status	Complete?
Heating & Cooling Operational/ Comfortable Temp		
LOBBY/WALLS/FLOORS/CEILINGS	**Status**	**Complete?**
Ceiling Condition (no water spots, no cobwebs)		
Wall Décor Appearance/ Secure		
Wall Condition (no paint or wall vinyl peeling)		
Floor & Wall Tile Appearance/ Condition		
Floor Tile Free of Trip Hazards		
Carpet Condition (clean, no burns, no holes)		
Baseboards & Corner Guards in Good Condition		
WINDOWS	**Status**	**Complete?**
Clean Glass/ Condition		
Drapery Appearance/ Condition		
Drapery Hardware Condiition/ Operational		
Window Hardware Condition/ Operational		
Window Guides/ Stops (needs lubrication)		
LOBBY FURNITURE	**Status**	**Complete?**
Chairs/ Sofa Appearance/ Sturdy		
Table Appearance/ Sturdy		
Countertop Appearance/ Sturdy Secure		
Cabinet Appearance/ Sturdy/ Operational		
Desk Appearance/ Study/ Secure		

Notes: _____

COBBLESTONE HOTELS

PREVENTATIVE MAINTENANCE CHECKLIST

Welcome & Public Space (cont) **Date:** _____

Month: _____ **Employee:** _____

Hotel exterior must be reviewed a minimum of two times per month.

Use the following to mark the status of the item noted:

	Needs Repair	✓	**OK**
Date Completed	**Repair Complete**		**N/A**

LAMPS	Status	Complete?
Lamp Appearance/ Condition		
Lamp Shade Appearance/ Condition		
Bulbs/ Proper Wattage		
Plugs & Wiring Condition/ Operational		
Emergency Lighting Operational		
Light Fixture Appearance/ Operational		
PUBLIC RESTROOMS	**Status**	**Complete?**
Door		
Floor Tile		
Ceiling and Walls		
Vent Operational/ Clean/ Free of Debris and Dust		
Light Switch Operational/ Condition		
Mirror Condition		
Vanity & Sink Condition		
Soap & Towel Dispenser Condition/ Operational		
Trash Receptacle		
Toilets/ Condition/ Operational		
Partition Condition/ Lock		
SAFETY	**Status**	**Complete?**
Emergency Exit Signs/ Lighting Functional		
Emergency Lights (Battery Back-up)		
Emergency Exit Door Operational		
All Local Emergency Codes Met		
Fire Extinguishers Accessible/ Inspected		
Fire Extinguishers Numbered/ Directions		
Fire Hose Inspected/ Directions		
Fire Alarm/ Fire Alarm Panel Operational		

MEETING ROOM	Status	Complete?
Floor Condition		
Wall Condition		
Lighting Condition/ Proper Wattage		
Tables/ Chairs, Condition		
GUEST LAUNDRY	**Status**	**Complete?**
Floor Condition		
Wall Condition		
Lighting Condition/ Proper Wattage		
Laundry Machine Operational/ Condition		
Dryer Operational/ Condition		
BREAKFAST SPACE	**Status**	**Complete?**
Ceiling Condition		
Wall Condition		
Floor/ Carpet/ Tile Condition		
Lighting		
Table Condition		
Chair Condition/ Adequate Number of Seats		
Serving Counter and Cabinetry Condition		
Coffee Machine/ Airpots Condition/ Clean		
OTHER	**Status**	**Complete?**

Notes: _____

COBBLESTONE HOTELS

PREVENTATIVE MAINTENANCE CHECKLIST

Welcome/Corridors (Interior)

Month: _____

Date: _____

Employee: _____

Hotel exterior must be reviewed a minimum of two times per month.

Use the following to mark the status of the item noted:

	Needs Repair	✓	**OK**
Date Completed	**Repair Complete**		**N/A**

CORRIDORS	Status	Complete?	WINDOWS	Status	Complete?
Carpet Appearance / Condition (no holes, burns)			Glass Clean/Condition		
Carpet Cove Base Condition			Drapery Appearance/Condition		
Baseboards & Corner Guard Condition			Drapery Hardware Appearance/Condition		
Floor Tile Appearance/Condition			Window Hardware Appearance/Condition		
Floor Tile Grout Appearance/Condition			Window Operational		
Ceiling Condition (no paint or water spots)			Window Guides/Stops (needs lubrication)		
			Baseboards/Corner Guards Condition		
CORRIDORS CONTINUED	**Status**	**Complete?**	**FURNISHINGS**	**Status**	**Complete?**
Wall Condition (paint or wall vinyl peeling)			Chairs/Sofa Appearance/Condition/Sturdy		
Wall Décor Missing/Damaged/Secure			Tables Appearance/Condition/Sturdy		
Directional & Other Signage Appearance/Visible			**STAIRWELLS**	**Status**	**Complete?**
Corridor Free of Smell/Odor			Door Condition		
Storage Area Clean/Locks/Shelves			Directional/Floor Signage		
Vending/Ice Machines Operational/Clean			Stairs or Step Condition (free of hazards)		
HEATING & COOLING SYSTEM	**Status**	**Complete?**	Floor/Steps/Tread Condition		
Valves Operational/Correct Positioning			Wall Condition		
Thermostat Operational/Secure/Temp			Handrails Secure		
Filters Appearance/Condition			Emergency Lighting (battery backup)		
Registers Appearance/Condition/Secure			Lighting Condition/Proper Wattage		
Condensation Water Pan & Drain Operational			**ELECTRICAL & LIGHTING**	**Status**	**Complete?**
Condenstaion Water Pan & Drain Smell/Leaks			Lamp Switches Operational		
Blower Fan Clean/Lubricated/Belts OK			Lamps/Wall Sconces		
Leaks			Bulbs Operational (ceiling, lamps, etc.)		
Heating & Cooling Operational/Comfortable Temp					

Notes: _____