COBBLESTONE HOTELS

PREVENTATIVE MAINTENANCE CHECKLIST

Guestroom and Bath

Room: _____

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**

HEATING AND COOL SYSTEM	Status	Complete?	GUESTROOM (CONT)	Status	Complete?
Unit Casing/ Clean Tight			Lighting Switches		
Filter Condition			Electrical Receptacles & Covers		
Blower Fan/ Operational/ Noisy			Ceiling Condition (no water spots)		
Knobs Missing			Sprinkler System/ Head Unobstructed		
Thermostat Cover Missing			Smoke Alarm Operational		
Instructional Label/ Legible/ Missing			Lights: Ceiling/ Wall Electrical Fixtures/ Shades		
Selector Switch/ Operational/ Missing			Wall Décor Missing/ Damaged		
Exterior/ Interior/ Grills/ Loose/ Vibrating			Dresser/ Credenza/ Armoire Condition		
Condensation Tray & Grill Cleaner			TV & Remote Condition/ Function/ Swivel Mount		
Electrical Connections & Appliance Plugs			Guest Room Mirror Condition/ Secure		
Radiator Element/ Clean/ Clear			Desk Unit & Chair Condition		
GUESTROOM	**Status**	**Complete?**	High Speed Internet Wired/ Hotspot Operation		
Door Frame Condition			Desk/ Table Lamp & Shade Condition		
Door Threshold Plate Fits Properly			Activity Tables & Chairs Condition		
Door Lock & Hardware Condition			Sleeper Sofa (bedding, upholstery, springs)		
Door Self-Closes and Locks			Window Condition		
Evacuation Plan/ Rate Card/ Fire Exit Instruction			Window Locks/ Track Operational		
Weather Stripping Secure			Drapery Condition		
Secondary Locking Device Secure			Drapery Rod Condition/ Operational		
180 Door View in Place			Sliding Glass Door Condition/ Operation		
Closet Area Shelf/ Rod/ Hooks/ Hangers			Sliding Glass Door Track/ Lock/ Secondary Lock		
Closet-Folding or Louvered Doors and Tracks			Balcony Railing Condition		
Luggage Rack Condition			Box Springs/ Mattress/ Bed Frame/ Condition		
Iron & Board (functional, no leaks, no stains)			Bedspread Worn/ Damaged		
Carpet Condition (no holes, no tears, no stains)			Headboard(s) Condition/ Secure		
Carpet Cove Base			Nightstand Condition		
Wall Condition (no paint or wall vinyl peeling)			Clock/ Radio/ Telephone/ Condition/ Operational		

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PREVENTATIVE MAINTENANCE CHECKLIST

Guestroom and Bath (cont) **Date:** _____

Room: _____ **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**

BATHROOM & VANITY AREAS	Status	Complete?	BATHROOM & VANITY AREA-CONTINUED	Status	Complete?
Door Frame Condition			Bathtub and Surround Grout/ Caulk Condition		
Door Finish Condition			Bathtub Surface Condition/ Safety Strips		
Door Hardware/ Locking Device/ Stopper			Bathtub/ Shower Hand Grip or Grab Bars		
Robe Hook			Bathtub Faucets Operational/ Good Pressure		
Wall Condition (loose vinyl, mold, needs paint)			Bathtub Shower Drain Adequate/ Clean		
Electrical Switches			Bathtub Shower Head Operational		
Electrical Receptacles-GFT Test Properly			Shower Curtain Rod Condition/ Clean		
Night Light Condition/ Operational			Shower Curtain Condition/ Clean		
Lighting Fixtures			Jacuzzi/ Whirlpool Tub Condition		
Mirror Condition (no de-silvering)			Jacuzzi/ Whirlpool Tub Tile and Grout Condition		
Towel Bars/ Racks/ Hooks					
Ceiling Condition					
Exhaust System Operational					
Floor Condition (loose tiles, etc)					
Handicap Equipment Secure					
Vanity Condition					
Sink(s) Condition					
Sink Faucet Condition/ Operational					
Sink Stopper Condition/ Operational					
Facial Tissure Holder Condition					
Toilet Tissue Holder/ Dispenser					
Coffee Maker Condition/ Operational					
Hair Dryer Condition/ Operational					
Commode Tight to Floor and/or Properly Caulked					
Commode Seat Condition/ Secure					
Commode Tank/ Plumbing Operational					
Bathtub Surround Condition					

Notes: _____