COBBLESTONE HOTELS

PREVENTATIVE MAINTENANCE CHECKLIST

Approach and Exterior

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**

SIGNS	Status	Complete?	PARKING LOT	Status	Complete?
Example: Flat & Pole Appearance		12/10/2011	Lot Surface Condition/Holes/Cracks		
Main Sign Appearance/Condition			Lot Drainage Operational		
Main Sign Visible/Bulbs			Striping Visible		
Entrance/Exit Signs Appearance/Visible/Bulbs			No Parking Zone Striped Properly		
Reader Board Appearance/Condition/Visible/Bulbs			Handicapped Zone Striped Properly		
Directional Signs Appearance/Visible			Handicapped Space/Sign Adequate		
Flags & Poles Appearance/Lighting			Lot Lighting Adequate/Operational/Bulbs		
LANDSCAPING	**Status**	**Complete?**	Lot Lighting Complies with Local Code		
General Landscaping Appearance/Healthy			Lot lighting Complies with Brand Standards		
Grounds (litter, clutter, weeds)			Curb Condition/Repair		
Plants Irrigated			Sidewalk Appearance/Repair		
Lawn Healthy/Cut/Irrigated/Appearance			Dumpster Enclosure Condition		
Flowers and Plants Healthy/Irrigated			Emergency Lighting Operational		
Planters Appearance/Repair/Painted			Light Fixtures Appearance/Operational		
BUILDING EXTERIORS	**Status**	**Complete?**	**OTHER**	**Status**	**Complete?**
Car Port Appearance/Damage					
Car Port Lighting					
Windows and Shutters Appearance					
Doors Appearance/Condition/Locks					
Doors Ease of Opening/Direction of Swing					
A/C Vents Appearance/Clean					
Walkway and Corridors Appearance/Condition					
Walkway and Corridors Railings Condition					
Walkway and Corridors Clean/No Hazards					
Balconies Appearance/Clean/Sturdy					
Balcony Railing Condition/Secure					
Stair Condition/No Trip Hazards					

Notes: _____