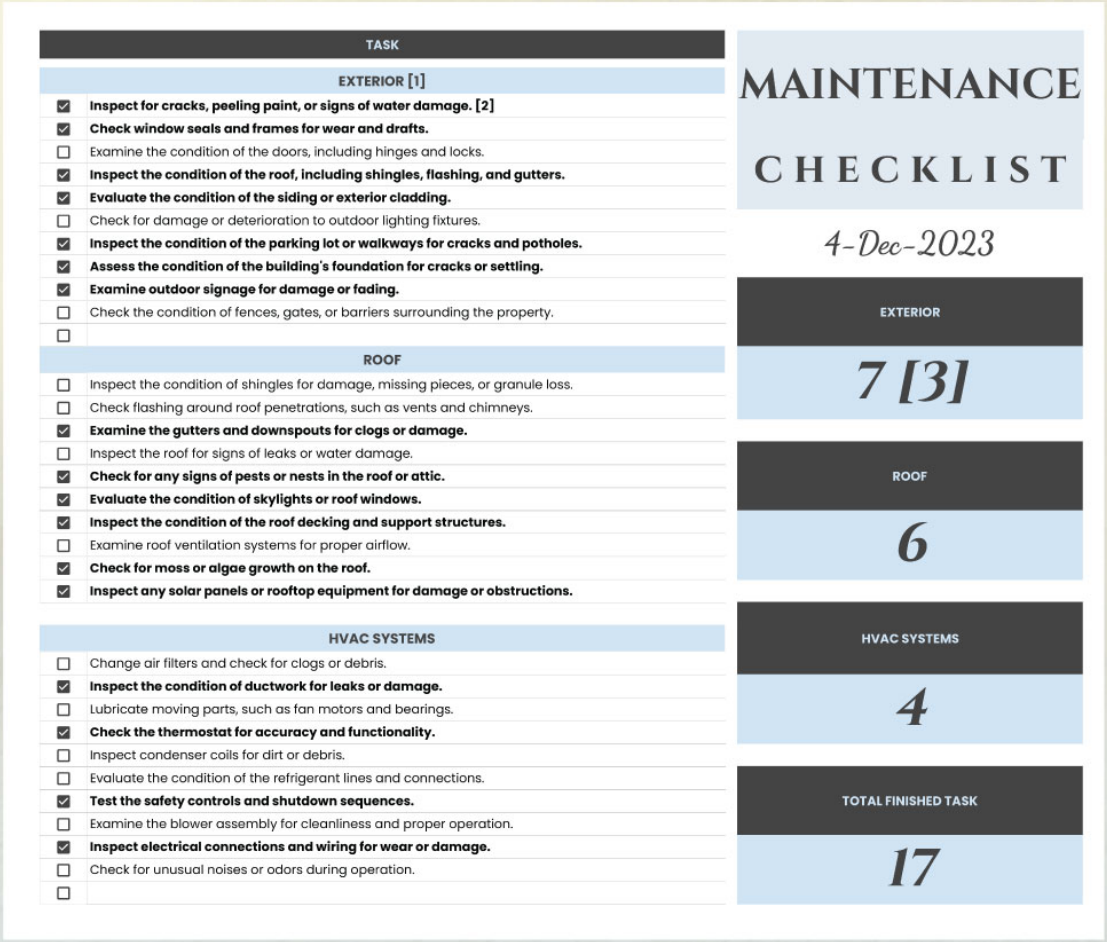


TASK	
EXTERIOR [1]	
☑	**Inspect for cracks, peeling paint, or signs of water damage. [2]**
☑	**Check window seals and frames for wear and drafts.**
☐	Examine the condition of the doors, including hinges and locks.
☑	**Inspect the condition of the roof, including shingles, flashing, and gutters.**
☑	**Evaluate the condition of the siding or exterior cladding.**
☐	Check for damage or deterioration to outdoor lighting fixtures.
☑	**Inspect the condition of the parking lot or walkways for cracks and potholes.**
☑	**Assess the condition of the building's foundation for cracks or settling.**
☑	**Examine outdoor signage for damage or fading.**
☐	Check the condition of fences, gates, or barriers surrounding the property.
☐	
ROOF	
☐	Inspect the condition of shingles for damage, missing pieces, or granule loss.
☐	Check flashing around roof penetrations, such as vents and chimneys.
☑	**Examine the gutters and downspouts for clogs or damage.**
☐	Inspect the roof for signs of leaks or water damage.
☑	**Check for any signs of pests or nests in the roof or attic.**
☑	**Evaluate the condition of skylights or roof windows.**
☑	**Inspect the condition of the roof decking and support structures.**
☐	Examine roof ventilation systems for proper airflow.
☑	**Check for moss or algae growth on the roof.**
☑	**Inspect any solar panels or rooftop equipment for damage or obstructions.**
HVAC SYSTEMS	
☐	Change air filters and check for clogs or debris.
☑	**Inspect the condition of ductwork for leaks or damage.**
☐	Lubricate moving parts, such as fan motors and bearings.
☑	**Check the thermostat for accuracy and functionality.**
☐	Inspect condenser coils for dirt or debris.
☐	Evaluate the condition of the refrigerant lines and connections.
☑	**Test the safety controls and shutdown sequences.**
☐	Examine the blower assembly for cleanliness and proper operation.
☑	**Inspect electrical connections and wiring for wear or damage.**
☐	Check for unusual noises or odors during operation.
☐	

HOTEL MAINTENANCE CHECKLIST

TEMPLATE

This checklist ensures a well-maintained hotel environment, covering plumbing, electrical, HVAC, and general facilities.