

HOSPITALITY HOTEL MAINTENANCE INSPECTION TEMPLATE

Hotel Maintenance Inspection Checklist

Inspect guest-room assets, public areas, electrical, HVAC, plumbing, life-safety interfaces, specialist equipment, plant, external assets, maintenance safety, work orders, and preventive-maintenance performance.

PROPERTY / AREA

INSPECTION DATE

ASSET / PM ROUTE

INSPECTOR / APPROVER

1. Inspection setup, asset scope, records, work orders, and maintenance priorities

- 1 Confirm the property, building or wing, inspection date and shift, maintenance team, inspector, engineering supervisor, duty manager, and final approver.

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Start with assets and work orders that have the highest guest or safety impact.

- 2 Define the inspection scope across guest rooms, public areas, back-of-house spaces, plant rooms, electrical systems, HVAC, plumbing, vertical transport, external areas, and other property assets included in the review.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Use the current asset register and manufacturer/service records.

- 3 Verify current asset registers, preventive-maintenance schedules, equipment manuals, service contracts, statutory or specialist inspection records, open work orders, and previous defect history are available.

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Repeat failures are stronger risk signals than one isolated defect.

- 4 Review overdue preventive maintenance, repeat breakdowns, guest complaints, out-of-service rooms, recurring leaks, electrical faults, HVAC failures, access issues, life-safety defects, and unresolved contractor actions.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Prioritize by impact, criticality, and redundancy.

- 5 Prioritize assets and areas based on guest impact, worker safety, operational criticality, failure history, occupancy, redundancy, and whether a defect could require room or area restriction.

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Open specialist defects should remain visible in the inspection.

- 6 Record the starting condition, open restrictions, assets requiring specialist follow-up, representative photographs, and the current status of critical work orders.

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Capture the starting condition before repair begins.

2. Guest-room maintenance, fixtures, finishes, locks, furniture, and room functionality

7

Sample guest rooms to inspect doors, frames, locks, handles, closers, windows, curtains, furniture, joinery, wall finishes, ceilings, floors, and visible fittings for damage or poor operation.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Sample more than one room type and floor.

8

Check lighting, switches, sockets, USB outlets, bedside controls, televisions, telephones, safes, refrigerators, kettles, hair dryers, and other guest-use electrical items for basic function and safe visible condition.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Guest electrical equipment should be both functional and visibly safe.

9

Verify room HVAC, thermostats, fan-coil units, grilles, ventilation, temperature control, noise, condensation, and air movement are acceptable for guest use.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Temperature complaints often point to recurring HVAC issues.

10

Inspect bathroom taps, showers, toilets, basins, drains, sealants, visible pipework, accessories, water pressure, leakage, and fixtures for normal operation and acceptable condition.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Test plumbing function, not only appearance.

11

Check furniture stability, loose fixings, sharp edges, damaged glass, exposed hardware, trip hazards, stained ceilings, damp marks, unusual odor, or other maintenance defects affecting guest comfort or safety.

CRITICAL

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Loose furniture and glass defects can become safety issues.

12

Mark rooms out of service when a maintenance defect materially affects security, sanitation, essential plumbing, electrical safety, HVAC, accessibility, or safe guest occupancy.

MAINTENANCE

Operational

Needs repair

Out of service

N/A

Execution tip: Use out-of-service status when safe occupancy is affected.

3. Public areas, building fabric, doors, floors, stairs, ceilings, and guest-facing assets

- 13** Inspect lobbies, corridors, lounges, stairs, lift lobbies, public restrooms, entrances, and other guest-facing areas for damaged finishes, loose fittings, cracked surfaces, staining, leaks, or visible deterioration. **CRITICAL** MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Inspect the route a guest actually walks.

- 14** Check walking surfaces, carpets, tiles, thresholds, mats, transitions, stairs, handrails, guardrails, ramps, and access routes for defects that could create slip, trip, fall, or accessibility concerns. **CRITICAL** MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: OSHA requires workplace walking surfaces to be maintained free from hazards.

- 15** Inspect public doors, automatic doors, glazing, hardware, locks, closers, revolving or sliding doors, and access-control interfaces for smooth and secure operation where provided. **CRITICAL** MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Automatic doors and access points deserve functional checks.

- 16** Check ceilings, wall panels, decorative features, lighting fixtures, signage supports, furniture, counters, railings, partitions, and mounted items for looseness, impact damage, instability, or incomplete repair. **CRITICAL** MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Mounted items should be secure, not only visually aligned.

- 17** Verify maintenance work does not leave tools, materials, cords, open panels, wet areas, exposed edges, or temporary obstructions in guest circulation routes without suitable control. **CRITICAL** MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Maintenance work itself can create temporary guest hazards.

- 18** Escalate public-area defects that could affect safe access, emergency egress, accessibility, property security, major guest presentation, or continued use of the affected area. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Egress and accessibility defects need prompt escalation.

4. Electrical systems, distribution equipment, lighting, outlets, and safe maintenance access

- 19 Inspect accessible electrical rooms and panels for secure enclosures, legible identification, dry conditions, adequate access, and absence of stored materials that obstruct safe operation or maintenance. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Keep electrical working space clear and accessible.

- 20 Check visible electrical equipment, outlets, switches, plugs, cords, extension leads, lighting fixtures, covers, and enclosures for damage, loose parts, overheating signs, exposed conductors, or inappropriate temporary repairs. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Look for heat, damage, loose covers, and unsafe temporary fixes.

- 21 Verify emergency and normal lighting defects reported through inspections or guest complaints are tracked to completion according to property priority and local requirements. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Track lighting failures based on area criticality.

- 22 Confirm electrical maintenance and troubleshooting are performed only by appropriately authorized or qualified personnel using the property's safe-work and isolation procedures. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Use qualified personnel for electrical maintenance.

- 23 Check electrical panel doors, disconnects, service cupboards, and equipment spaces accessible to guests or unauthorized staff remain secured where required. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Secure electrical rooms and equipment from unauthorized access.

- 24 Remove from service or isolate equipment with exposed electrical hazards, serious overheating, damaged energized parts, unsafe temporary wiring, water intrusion, or other conditions requiring qualified repair. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Serious electrical defects should be isolated until repaired.

5. HVAC, ventilation, cooling, heating, refrigeration, and environmental comfort

- 25 Review preventive-maintenance status for air-handling units, fan-coil units, split systems, chillers, boilers, pumps, cooling towers, exhaust systems, refrigeration, and other HVAC assets included in the property. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Use preventive-maintenance history together with physical condition.

- 26 Inspect accessible plant for unusual noise, vibration, leakage, corrosion, damaged insulation, loose guards, blocked access, abnormal temperatures, or visible condition changes. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Noise and vibration are useful early warning signs.

- 27 Check guest-room and public-area complaints related to heat, cold, odor, humidity, airflow, condensation, or noise are linked to maintenance work orders and tracked through verified resolution. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Guest comfort complaints are maintenance data.

- 28 Verify filters, coils, drain pans, condensate lines, grilles, belts, fans, dampers, sensors, and other maintainable components are serviced at the planned interval and replaced or cleaned as required by the property or CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Follow manufacturer requirements for service intervals and components.

- 29 Confirm mechanical rooms, rooftop equipment areas, service spaces, and plant access routes are controlled, orderly, adequately lit, and free from unnecessary storage or blocked service access. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Keep plant access clear for safe maintenance.

- 30 Escalate HVAC failures that create unacceptable guest conditions, water leakage, overheating, indoor-air concerns, equipment damage risk, or loss of critical ventilation. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Escalate leakage or ventilation loss before it spreads damage.

6. Plumbing, domestic water, drainage, pumps, leaks, and wet-area maintenance

- 31 Inspect visible domestic-water, hot-water, drainage, pump, valve, tank, and plumbing systems for leakage, corrosion, damage, unusual noise, pressure problems, or signs of deterioration. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Recurring leaks usually need root-cause repair, not repeated patching.

- 32 Review active and repeat leaks in guest rooms, bathrooms, kitchens, plant areas, roofs, ceilings, risers, service shafts, and public spaces to confirm root causes are being permanently corrected. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Drainage issues can quickly become hygiene and property-damage problems.

- 33 Check floor drains, traps, condensate drains, gutters, downpipes, overflows, sump systems, and other drainage points for blockage, leakage, odor, overflow evidence, or inadequate maintenance. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Pumps and water systems should follow the approved PM plan.

- 34 Verify pumps, water heaters, valves, pressure controls, visible gauges, and other maintainable water-system components are inspected and serviced according to the property's preventive-maintenance plan and manufacturer CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Keep isolation points accessible and identifiable.

- 35 Confirm water shutoff points, isolation valves, access panels, service routes, and relevant system identification are accessible to authorized maintenance staff. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Water near electrical systems requires urgent control.

- 36 Escalate active flooding, sewage backup, major leakage, contaminated-water concern, loss of essential water service, unsafe hot-water condition, or water affecting electrical systems. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Major plumbing failures can require room or area restriction.

7. Fire, life-safety, emergency systems, exit routes, and specialist service status

- 37 Verify visible fire and life-safety equipment, exit lighting, fire doors, alarms, sprinklers, extinguishers, emergency signage, and related systems are unobstructed and appear in serviceable condition pending specialist inspection
- CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Emergency safeguards should remain available during repair work.

- 38 Check exit routes, stairs, corridors, doors, and access to emergency equipment remain free from maintenance materials, carts, tools, temporary storage, or repair work that could obstruct use.
- CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: OSHA requires employee exit routes to remain free and unobstructed.

- 39 Confirm planned testing, maintenance, inspection, and specialist service records for fire alarm, suppression, emergency lighting, generators, fire pumps, smoke control, or other applicable systems are current according to
- CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Use specialist records for technical fire and life-safety compliance.

- 40 Review deficiencies identified by fire, life-safety, insurer, regulatory, specialist contractor, or internal inspections and verify they have clear owners, priorities, interim controls, and target dates.
- CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Do not let specialist findings sit outside the normal work-order process.

- 41 Verify repair work affecting fire doors, detection, suppression, emergency lighting, exit access, or other emergency safeguards is coordinated so required protection remains available or equivalent temporary controls are provided
- CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Coordinate temporary protection before disabling emergency systems.

- 42 Escalate immediately when an emergency safeguard is unavailable, an exit route is obstructed, a fire door or alarm-related defect is significant, or the property lacks required temporary protection during repair.
- MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Unprotected life-safety defects require immediate management action.

8. Lifts, elevators, escalators, automatic doors, accessibility assets, and specialist equipment

- 43 Review current service status, specialist maintenance records, fault history, entrapment events, shutdowns, and outstanding corrective work for elevators, lifts, escalators, and other specialist vertical-transport equipment. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Vertical transport needs specialist maintenance and release.

- 44 Inspect guest-facing lift doors, call buttons, floor indicators, lighting, finishes, leveling, audible or visual indicators, cleanliness around thresholds, and obvious physical damage. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Guest-facing lift defects should still be captured by hotel inspections.

- 45 Check automatic doors, platform lifts, accessible controls, ramps, powered entrances, and other accessibility-related equipment for basic operation and unresolved maintenance issues where provided. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Accessibility equipment must work in practice.

- 46 Confirm equipment rooms, machine spaces, controller areas, shafts, pits, and specialist access points remain restricted to authorized personnel and are not used for uncontrolled storage. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Machine spaces should stay controlled and free from storage.

- 47 Verify defects requiring specialist contractor attendance are logged clearly, affected equipment is restricted when necessary, and guests receive appropriate wayfinding or alternative-access communication. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Provide clear alternatives when equipment is unavailable.

- 48 Do not return specialist equipment to normal use solely on a visual check when the fault requires competent or licensed inspection, testing, or formal release. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Do not overrule a specialist restriction with a visual check.

9. Back-of-house plant, kitchens, laundry, service areas, external assets, and maintenance safety

- 49 Inspect engineering workshops, plant rooms, laundry support areas, kitchen service interfaces, loading areas, waste rooms, stores, rooftops, basements, and other back-of-house spaces for maintenance defects and safe access. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Back-of-house maintenance affects guest operations indirectly.

- 50 Check motors, pumps, fans, guards, belts, rotating equipment, laundry or kitchen support systems, service equipment, and other maintainable machinery for visible damage, missing guarding, leakage, abnormal noise, or CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Missing guards and abnormal machinery conditions require action.

- 51 Verify servicing or maintenance involving unexpected startup or release of hazardous energy follows the property's applicable energy-isolation and lockout/tagout procedures. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: OSHA 1910.147 addresses hazardous-energy control during servicing and maintenance.

- 52 Inspect ladders and access equipment used by maintenance staff for visible defects before use, correct storage, and removal from service when damaged. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: OSHA requires ladders to be inspected for visible defects before use each work shift.

- 53 Check external lighting, drainage, walkways, handrails, gates, fences, roofs, canopies, signage supports, irrigation interfaces, parking-area fixtures, and other external assets for condition and safe operation. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: External assets deserve the same preventive approach as indoor equipment.

- 54 Escalate unsafe plant, defective access equipment, unguarded machinery, blocked service routes, uncontrolled energy, or external defects that create immediate worker or guest risk. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Unsafe access or energy conditions should stop maintenance work.

10. Work-order closure, preventive maintenance, contractor control, trends, and final sign-off

- 55 Assign every maintenance finding a unique reference, exact location or asset, category, severity, owner, target date, guest or operational impact, restriction status, and evidence requirement. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Every work order needs a clear asset and location.

- 56 Verify completed repairs are physically inspected or function-tested as appropriate before the work order is closed or the room, area, or equipment is returned to service. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Repair completion should be verified before service release.

- 57 Review contractor-performed maintenance for scope completion, safe work practices, permits or isolations where required, specialist reports, housekeeping after work, and formal handback to the property. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Contractors need formal handback, not just invoice completion.

- 58 Trend repeat breakdowns, out-of-service rooms, HVAC complaints, leaks, electrical faults, lift failures, emergency-system defects, overdue PM, contractor delays, and repeat corrective work. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Trend repeated failures to find under-maintained or end-of-life assets.

- 59 Use recurring failures to update preventive-maintenance frequency, spare-parts strategy, asset replacement planning, training, contractor scope, inspection criteria, or capital priorities. CRITICAL MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Use trends to improve PM frequency and capital planning.

- 60 Record the final inspection result, unresolved restrictions, overdue critical work, next review date, engineering supervisor, duty manager or operations lead, inspector, approver, date, time, and sign-off. MAINTENANCE
- Operational Needs repair Out of service N/A

Execution tip: Final sign-off should show exactly what remains restricted or overdue.

RUN THIS CHECKLIST DIGITALLY

Turn maintenance defects into accountable repair and verified return to service

Capture assets, defects, restrictions, work orders, PM status, repair evidence, testing, and release in Taotics.

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