

Preventive Maintenance Checklist: Guest Room

For hotel facility managers and housekeeping supervisors

Use this checklist to maintain consistent guest room readiness across all units. Each item includes recommended frequency—adapt intervals based on your property’s occupancy patterns, room age, and complaint history.

Property: _____

Date: _____

Inspected By: _____

Shift: _____

Frequency Guide: ■ indicates recommended frequency. D = Daily | W = Weekly | M = Monthly | Q = Quarterly

Checklist Item	Daily	Weekly	Monthly	Quarterly
Test all light switches, lamps, and bulbs for function	■			
Inspect electrical outlets for damage or loose plates		■		
Check thermostat operation and set to standard temperature	■			
Test HVAC for proper airflow, temperature, and unusual noise	■			
Inspect door lock, deadbolt, and latch for smooth operation	■			
Check window locks, seals, and screens for integrity		■		
Inspect furniture for damage, stability, and cleanliness	■			
Verify TV, remote, and clock function properly	■			
Check carpet or flooring for stains, damage, or wear	■	■		
Inspect walls and ceiling for marks, cracks, or peeling paint		■		
Test smoke detector and carbon monoxide detector			■	
Inspect curtains/blinds for proper operation and cleanliness		■		
Check closet: hangers, safe operation, lighting		■		
Verify in-room safe operation (if applicable)		■		
Inspect mini-fridge temperature and cleanliness		■		
Replace HVAC filter (or per manufacturer schedule)			■	■
Deep-clean carpets and upholstered furniture				■
Inspect and tighten all hardware (handles, knobs, hinges)				■
Assess soft goods (linens, pillows, mattress protector) for replacement				■

Notes:

- Rotate deep inspection rooms weekly so all rooms are covered within the quarter.
- Flag any room generating 2+ complaints within 30 days for priority deep inspection.
- Log all identified issues in the work order system before leaving the room.

Supervisor Sign-Off: _____

Date: _____

Follow-Up Required? Yes No

Work Order #: _____

This checklist is provided as a general guide for preventive maintenance. Amenie has no responsibility or liability for any damages, injuries, or misuse of products resulting from the use of this checklist. It is the responsibility of the user to follow all manufacturer instructions, safety guidelines, and industry best practices when maintaining facilities.