

Preventive Maintenance Checklist: Lobby & Common Areas

For facility managers and property operations teams

Common areas form the guest's first and last impression of your property. This checklist covers daily upkeep, weekly systems checks, and quarterly assessments to maintain the standard across lobbies, corridors, public restrooms, and building entrances.

Property: _____

Date: _____

Inspected By: _____

Shift: _____

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

Checklist Item	Daily	Weekly	Monthly	Quarterly
Inspect all lighting (overhead, accent, exterior entrance)	■			
Check HVAC temperature and air quality in lobby and corridors	■			
Inspect flooring for damage, stains, wet spots, or tripping hazards	■			
Verify elevator operation (if applicable): doors, buttons, leveling	■			
Inspect public restrooms: cleanliness, supplies, fixture function	■	■		
Check entrance doors, automatic openers, and hardware		■		
Inspect furniture, fixtures, and decor for damage or wear		■		
Test emergency lighting, exit signs, and fire extinguisher accessibility		■		
Check signage for accuracy, visibility, and condition		■		
Inspect stairwells: lighting, handrails, cleanliness, door latches		■		
Verify Wi-Fi connectivity in common areas		■		
Inspect parking area: lighting, signage, surface condition		■		
Deep-clean lobby soft furnishings and high-traffic carpeting			■	
Inspect exterior building facade, windows, and entry area			■	
Review common area complaint data for emerging issues			■	
Assess paint, wall coverings, and ceiling condition				■
Test all life safety systems (fire alarms, sprinklers, emergency generators)				■
Evaluate capital improvement needs for common spaces				■

Notes:

- First impressions are formed in the lobby. Prioritize entrance and check-in area.
- Public restrooms should meet the same standard as guest room bathrooms.
- Seasonal: adjust HVAC, lighting, and entrance matting for weather conditions.

Supervisor Sign-Off: _____

Date: _____

Follow-Up Required? Yes No

Work Order #: _____

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