

What Should Be Included in a Hotel Preventive Maintenance Plan?

The following checklist provides a structured framework for preventive maintenance across daily, weekly, monthly, and quarterly intervals. Adapt it to the specific needs of your property type, size, and guest profile.

Daily

- Inspect all guest room fixtures during turnover (plumbing, lighting, HVAC function)
 - Verify amenity dispenser levels and functionality in each prepared room
 - Check common area restrooms for cleanliness, supply levels, and fixture function
 - Test lobby, hallway, and exterior lighting
 - Log and escalate any issues identified during housekeeping rounds
 - Confirm all reported work orders from the previous day are resolved or in progress
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Weekly

- Inspect high-traffic flooring for damage, stains, or wear
 - Test a sample of guest room HVAC systems for temperature accuracy and noise
 - Audit pool, fitness center, and spa equipment for function and cleanliness
 - Review open work order backlog and prioritize by guest impact
 - Inspect exterior areas (entrances, parking, signage) for cleanliness and function
 - Check emergency lighting, exit signs, and fire extinguisher accessibility
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Monthly

- Replace or clean HVAC filters across guest rooms and common areas
- Inspect plumbing throughout the property for leaks, corrosion, or slow drains
- Audit all amenity and supply inventory against par levels
- Test a rotating sample of thermostats for calibration accuracy
- Inspect caulking, grout, and sealant in all wet areas
- Review complaint data for emerging patterns or recurring issues
- Inspect elevator operation, if applicable

Quarterly

- Deep-clean HVAC coils and inspect condensate drain lines
- Conduct comprehensive room-by-room inspection (rotating schedule)
- Review and update vendor SLAs and supply agreements
- Assess soft goods (linens, carpets, upholstery) for replacement needs
- Test all life safety systems (fire alarms, sprinklers, emergency generators)
- Evaluate capital improvement needs and schedule upcoming projects
- Conduct staff refresher training on maintenance reporting protocols