

Hotel Room Maintenance Checklist

A practical planning worksheet for facility managers and directors.

Manager checklist

- Lighting, outlets, doors, locks, hardware and visible finishes
- Plumbing, drainage, fixtures, leaks and water damage
- Temperature, airflow, noise and guest-comfort concerns
- Room status, evidence, return-to-service verification and repeat history

Leadership review

- What risk is reduced?
- Who owns the next action?
- What evidence confirms completion?
- Is the cost operating, preventive, or capital?

Planning resource only. Adapt criteria to the property, jurisdiction, client procedures, manufacturer guidance, and qualified-professional requirements.