

Hotel Maintenance Checklist

Daily, weekly, monthly, quarterly & annual tasks every hotel needs to stay on top of. Print it, tick it, or speak it into PAAI to assign and track automatically.

Daily

- ☐ Walk the corridors — note carpet stains, scuffed paint, broken signage
- ☐ Check lobby and entrance lighting (replace bulbs same-day)
- ☐ Inspect public restrooms — fixtures, soap, hand-dryers, leaks
- ☐ Test elevator call buttons and floor displays
- ☐ Confirm AC/heating in vacant rooms is set to standby
- ☐ Empty and clean exterior ashtrays and bins
- ☐ Pool: chemical balance, skimmer baskets, water level
- ☐ Check ice machines for leaks and ice quality

Weekly

- ☐ Test all emergency lighting and exit signs
- ☐ Run hot taps in unused rooms for 2 minutes (Legionella prevention)
- ☐ Inspect and clean kitchen extractor filters
- ☐ Vacuum AC vents in guest rooms
- ☐ Check for grout/silicone damage in bathrooms
- ☐ Walk the perimeter — fence, exterior lighting, signage, drainage
- ☐ Reorder consumables: bulbs, batteries, cleaning chemicals, linens
- ☐ Test back-of-house WiFi and CCTV recording

Monthly

- ☐ Fire alarm test (log the time and result)
- ☐ Test all smoke and CO detectors with the tester wand
- ☐ Deep clean lobby carpets and high-traffic rugs
- ☐ Service kitchen grease traps
- ☐ Inspect and lubricate door hinges and locks (every guest room)
- ☐ Check water pressure on every floor
- ☐ Review pest control logs and bait stations
- ☐ Test the boiler safety valve

Quarterly

- Deep clean all guest-room carpets
- Service HVAC units — coils, filters, condensate lines
- Pool: chlorinator, pump, and filter service
- Test emergency generator under load
- PAT test (portable appliance) on a rolling basis
- Inspect and reseal pool deck, balconies and roof flashings
- Refresh first-aid kit contents and expiry dates
- Window cleaning (exterior)

Annual

- Gas safety inspection by certified engineer
- Boiler full service and certification
- Fire risk assessment review
- Electrical installation condition report (EICR) — every 5 yrs minimum
- Lift / elevator statutory inspection
- Kitchen extraction system deep clean (TR19 certificate)
- Lightning conductor inspection (if fitted)
- Renew operating licences, music licence, insurance

PAAI turns this checklist into voice-assigned, recurring tasks for your team — say it once, PAAI assigns, reminds and tracks. Try free at paai.aomlegacy.com