

ACME COMPANY

HOTEL MAINTENANCE CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

TUESDAY 28TH OCTOBER 2025

SUMMARY

The audit identified five significant deficiencies that require immediate action, contrasting with otherwise strong adherence to procedures across the facility. Critical non-compliance was noted in key areas: HVAC system leaks leading to ceiling damage, malfunctioning thermostats/filters, widespread weed infestation on golf greens 7 and 8, and repeated sanitation failures around the main kitchen's trash compactors. Corrective measures must be promptly implemented to mitigate asset risk, ensure guest comfort, and uphold essential brand cleanliness and aesthetic standards.

Guest Rooms

Q#	QUESTION	RESPONSE
1.	Are all lights working properly, and are lightbulbs replaced if needed?	YES
2.	Is the HVAC unit/thermostat functioning properly, and are filters changed if needed?	NO
		
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3.	Is there a check for drain clogs in bathtubs, bathrooms, and kitchen sinks?	YES
4.	Is furniture inspected for damage, and is all furniture functional and safe for use?	YES
5.	Are fixtures inspected for damage, and are faucets properly caulked, tile grout secured, and towel racks appropriately secured?	YES
6.	Are kitchen and laundry appliances checked for proper functioning?	YES

Amenities and Guest Common Areas

Landscaping and grounds

Q#	QUESTION	RESPONSE
7.	Is the pool ground inspected for tiles, rocks, plants, and decorative pieces?	YES
8.	Are BBQs and fire pits inspected for functionality and safety?	YES
9.	Is the golf course maintained with general lawn care tasks?	NO



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Pools and jacuzzis

Q#	QUESTION	RESPONSE
10.	Are chlorine and pH levels measured in pools, and is the water treated if necessary?	YES
11.	Is the equipment in the pool pump room checked for proper functioning?	YES

Industrial kitchen

Q#	QUESTION	RESPONSE
12.	Are freezers cleaned, and is the temperature monitored?	YES
13.	Are stoves cleaned, including gas burners and extractor hoods?	YES

Garden and outdoor spaces

Q#	QUESTION	RESPONSE
14.	Are plants pruned in the garden?	YES
15.	Is the lawn mowed, and are irrigation sprinklers and filters cleaned?	YES

Gym

Q#	QUESTION	RESPONSE
16.	Is all equipment checked for wear and tear, and operational faults, and are workout surfaces cleaned and disinfected?	YES

Building Systems

Fire System

Q#	QUESTION	RESPONSE
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17. Are the fire riser valve locks on? YES

HVAC System

Q#	QUESTION	RESPONSE
18.	Are meter readings performed?	NO
19.	Are HVAC air filters, air intakes, blower motors, compressors, and exhaust fans cleaned?	YES
20.	Are all safety controls tested and run?	YES
21.	Are compressed air lines inspected?	YES
22.	Is the oil level monitored, and are air compressor pumps replaced if necessary?	YES

Boilers and Chillers

Q#	QUESTION	RESPONSE
23.	Are meter readings performed?	YES
24.	Is water temperature measured?	YES
25.	Is the water level indicator checked?	YES
26.	Is pressure measured with a manometer?	YES
27.	Is general operation checked, including noise, vibrations, voltage indicator light, first flame indicator light, second flame indicator light, and hour meter?	YES
28.	Are steam or water leaks checked for?	YES
29.	Are safety valves checked?	YES

Electrical

Q#	QUESTION	RESPONSE
30.	Are lighting fixtures and systems in the facility regularly inspected?	NO

Safety and Emergency

Q#	QUESTION	RESPONSE
31.	Are safety labels and signs clearly readable and visible?	YES
32.	Are fall protection harnesses and seat belts on exterior sanitation swings inspected?	YES

Security

Q#	QUESTION	RESPONSE
33.	Are doors checked for proper operation, and are exits not obstructed?	YES
34.	Are insect door locks and closures inspected?	YES

Plumbing

Q#	QUESTION	RESPONSE
35.	Is the condition and operation of toilets and showers checked?	YES
36.	Is the hot water temperature in accumulators checked and registered?	YES
37.	Are free chlorine levels in network points analyzed?	YES
38.	Is water discharged at public bathrooms, utility rooms, and unoccupied rooms?	YES
39.	Are water tanks purged?	YES
40.	Are water filters cleaned?	YES
41.	Is the temperature at the endpoints checked and registered?	YES

Facilities

Safety and Emergency

Q#	QUESTION	RESPONSE
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| 42. | Are broken windows, doors, and railings checked for? | YES |
| 43. | Are trees checked to ensure no branches are about to fall? | YES |

Security

- | Q# | QUESTION | RESPONSE |
|-----|--|----------|
| 44. | Is wall, floor, and ceiling paint checked for discoloration or chipping? | YES |
| 45. | Are wallpaper, carpeting, and floorboards checked for cracks or signs of excessive wear? | YES |
| 46. | Are door closers, brackets, frames, and closures inspected for cracks and fungus? | YES |
| 47. | Are signs of pest or insect infestation and bird nests on top of clocks and wall mounts checked? | YES |
| 48. | Are moss, algae, or other plant growth on railings, sills, and room corners checked? | YES |

Plumbing

- | Q# | QUESTION | RESPONSE |
|-----|--|----------|
| 49. | Is evidence of water leakage or seepage checked for? | YES |
| 50. | Are toilets, bathrooms, swimming pools, and other public waterworks cleaned? | YES |
| 51. | Are sinks, toilet bowls, urinals, and various latrine elements sanitized? | YES |

Exterior

- | Q# | QUESTION | RESPONSE |
|-----|---|----------|
| 52. | Are plants on the building and foundation checked for? | YES |
| 53. | Are storm drains checked? | YES |
| 54. | Is the condition of the sidewalk, driveway, and parking lot examined? | YES |
| 55. | Are trees checked to ensure no branches are about to fall? | YES |
| 56. | Is the area around the trash bins checked for cleanliness? | NO |



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| 57. | Is the condition of any fencing checked? | YES |
| 58. | Is the exterior paint checked for weather damage, dust, and bird stains? | YES |

Roof

Q#	QUESTION	RESPONSE
59.	Are drains and gutters cleaned, and are downspouts and drains tested and flushed?	YES
60.	Are gutters checked for anchoring?	YES
61.	Are stack and all roof penetrations inspected?	YES
62.	Is plant life growing on the roof removed?	YES
63.	Is broken glass or other debris cleaned?	YES

Equipment

Industrial Laundry

Q#	QUESTION	RESPONSE
64.	Are dryer filters cleaned?	YES
65.	Is the product level in canisters checked?	YES
66.	Are rubbers and other signs of wear checked?	YES
67.	Are leaks checked?	YES
68.	Is the machine drum and laundry area cleaned?	YES

Security

Q#	QUESTION	RESPONSE
69.	Is all motorized machinery checked for rust, friction wear, material reduction, and/or micro-breakage?	YES
70.	Are rotary and hand-held winding and attachment ports inspected for wear?	YES

COMMENTS & ACTION PLAN

Guest Rooms >> Guest Rooms		PRIORITY	High
(AC10083) Is the HVAC unit/thermostat functioning properly, and are filters changed if needed?		DUE DATE	29 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Evidence of water staining and mold growth was observed on the ceiling tile directly beneath guest room 312's HVAC condensate drain pan. Inspect guest room 312's HVAC condensate drain line for blockages or damage. Clear any obstructions, repair leaks, and replace affected ceiling tiles.		

Amenities and Guest Common Areas >> Landscaping and grounds		PRIORITY	Medium
(AC10084) Is the golf course maintained with general lawn care tasks?		DUE DATE	31 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Widespread weed infestation observed on greens 7 and 8. Implement a targeted herbicide application immediately, followed by aeration and overseeding to restore turf quality.		

Building Systems >> HVAC System		PRIORITY	Medium
(AC10085) Are meter readings performed?		DUE DATE	31 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	HVAC Chiller Unit 2 power meter displays an illegible LCD screen due to moisture damage, preventing accurate consumption readings. Replace the faulty power meter and establish a daily log to ensure readings are tracked per maintenance protocol.		

Building Systems >> Electrical		PRIORITY	High
(AC10086) Are lighting fixtures and systems in the facility regularly inspected?		DUE DATE	29 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Three non-functional light fixtures were observed in the main lobby and corridors on floors 2 and 3. Conduct an immediate facility-wide lighting audit, replace all defunct bulbs/fixtures, and establish a routine inspection schedule for lighting systems.		

Facilities >> Exterior		PRIORITY	High
(AC10087) Is the area around the trash bins checked for cleanliness?		DUE DATE	29 Oct 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Accumulation of litter and debris observed around the main kitchen's external trash compactors. Increase the frequency of waste area inspections to daily. Implement immediate cleanup protocols and ensure proper lid closure on all bins to prevent spillage.		

DECLARATION		AUDITOR'S LOCATION	
			
Auditor (Jennifer Hunt)			