

ENGINEERING

Date _____

Time _____

Location _____

PREVENTIVE MAINTENANCE		Points		STANDARD MET		Comments/ Follow-up Action
		Max	Actual	Y	N	
	Heating Ventilation and Cooling (HVAC)					
	Do you have procedures in place and being followed to:					
1	Clean equipment?					
2	Maintain a PM schedule?					
3	Review PM on a timely basis?					
4	Check/clean/replace filters?					
5	Check coils?					
6	Maintain HVAC checklist?					
	Safety					
	Are there procedures in place and they being followed to:					
7	Check smoke detectors?					
8	Check all ceiling attached fixtures?					
9	Ensure door peep hole is unobstructed?					
10	Check condition of fire extinguisher boxes?					
	Bathroom					
	Are there procedures in place and they being followed to:					
11	Test condition of water?					
12	Check and maintain hair dryers and coffee makers?					
13	Check bathtub/shower caulking bead?					
14	Check floor tile?					
15	Check operation of bathroom door?					
16	Check flow of drains/shower-head?					
17	Check operation of faucets?					
18	Ensure all toilet fittings/seats are secure?					
19	Toilet flushed and clears?					
20	Test water temperature?					

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PREVENTIVE MAINTENANCE		Points		STANDARD MET		Comments/ Follow-up Action
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	Living area					
	Are there procedures in place and they being followed to:					
21	Check drapes/rods/hooks?					
22	Ensure door threshold/frame is secure?					
23	Check operation on TV/remote control?					
24	Radio/stereo?					
25	Ensure door locks/handles, security latches are working?					
26	All furniture is sturdy and maintained?					
	Are there procedures in place and they being followed to:					
27	Ensure mini-bar/refrigerator is working properly?					
28	Ensure timely matters rotation?					
29	Check closet door operation?					
30	Ensure carpets are deep cleaned on timely basis?					
31	Check condition of all electrical cords?					
	Interior Building					
	Are there procedures in place and they being followed to maintain:					
32	Door, wall and ceiling finish?					
33	Room attendant carts?					
34	Corridor lighting?					
35	Vacuums?					
36	Banquet and meeting rooms?					
37	Hotel entrance, lobby?					
38	Health club facilities?					
	Exterior Building					
	Are there procedures in place and they being followed to maintain:					
39	Parking lot/curbing?					

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PREVENTIVE MAINTENANCE		Points		STANDARD MET		Comments/ Follow-up Action
		Max	Actual	Y	N	
40	Landscaping?					
41	Pool area?					
42	Outdoor furnishing?					
43	Signage?					
44	Walkways?					

TOTAL Points reached in this Area:	0	0	0	0	Minimum to be reached: 80%
Performance in % in this Area	100%		#DIV/0!	#DIV/0!	