SAMPLE

Property Checklist

Common Areas
Parking Lot and Area:

- Signage illuminated & condition
- Parking lot lights (correct time to turn on, working)
- Parking lot condition
- Parking lot stripes
- Curb markings
- Landscaping (flowers, trees, mulch, etc.)
- Sidewalks (cracks, stains, break-up)

Dumpster Area:

- Dumpster gates & lock (condition, paint)
- Dumpster walls (condition, clean)
- Dumpster area (condition, stains, storage)

Hotel Exterior:

- Exterior windows/screens (condition)
- Waste cans & ashtrays (condition, stains)
- Exterior doors (condition, hinges)
- Exterior locks (condition, works)
- Lights (illuminated & clean)
- Outside of building (stains, rust, discolor)
- Check roof, clean drains, etc…

Business Center:

- Lighting (illuminates, clean)
- Switches (condition)
- Counter (condition)
- Waste can (condition, clean)
- Carpet (clean, condition)
- Chairs (condition, wheels, handle)
- Cabinets (doors, hinges, shelves)
- Walls (condition)
- Equipment (cords, condition, working)

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### Breakfast Area
- Lighting (illuminates/switches/operable/clean)
- Toasters (cords/condition)
- Microwaves (cords/condition)
- Other Equipment (cords/condition)
- Cabinets (condition/doors/shelves)
- Electrical outlets (condition/working)
- Counter (condition)
- Tables (stable/condition)
- Chairs (stable/condition/clean)
- Vents (clean/condition)
- Walls (condition/clean)
- Carpet (condition/clean)
- Flooring (condition/grouting/clean)

### Pantry
- Flooring (condition/clean)
- Counters (condition/clean)
- Drains (clean/working)
- Sinks (condition/leaks/clean)
- Dishwashing unit (hoses/temp/condition)
- Refrigeration unit (operable/temp/condition)
- Lighting (operable/clean)
- Walls (condition)
- Shelving (condition)

### Restrooms
- Signage (correct/condition/clean)
- Door (lock/operable/condition)
- Mirrors (condition/secure/clean)
- Counter/Vanity (condition/secure/clean)
- Stall walls (condition/clean)
- Sinks (drains/caulking/condition)
- Toilets (operable/caulking/seats)
- Walls (condition/clean)
- Floors (condition/clean)
- Fans/Vents (operable/clean)
- Lighting (operable/clean)
- Chart for checking (available)

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Storage Areas/Maintenance Room

- Storage area (organized/clean)
- UL Fire rated storage cabinet (paint)
- First aid kit (complete)
- Storage area walls (condition)
- Doors (locks work/open easily)
- Vents (clean)
- Paperwork (filed/complete)
- Keys for area (available/secure)
- Lighting (operable/clean)
- Tool inventory (complete)
- Cribs (secure & safe)

Closet areas:

- Doors/Locks (condition/operable)
- Shelves/Brackets (condition/secure)
- Organization

Pool

- Container (for used towels)
- Shelves (durable/clean/stable)
- Gate/Lock (operable/secure/self-closing)
- Furniture (condition/clean)
- Paperwork (on file/organized)
- Chemicals (stored/secure)
- Pool deck (condition/markings)
- Pool walls (condition/clean)
- Fence (condition/secure)
- Waste cans (condition/clean)
- Signage (condition/secure)
- Life saving equipment (available/condition)
- Pump (operable/clean)

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Exercise Room

- Universal weight machine (operable/condition)
- 2nd piece of equipment (operable/condition)
- 3rd piece of equipment (operable/condition)
- 4th piece of equipment (operable/condition)
- Lighting (operable/condition)
- Television (operable/secure)
- Windows & window sills (clean/condition)
- Carpeting (clean/condition)
- Scales (operable/available)

Spa

- Spa (condition/operational)
- Floor (condition)
- Lighting (operable/clean)
- Signage (secure/condition)
- Storage bins (condition)
- Water tests (on file/organized)

Vending Areas

- Vending machines (operable/condition)
- Vending machine lighting (operable)
- Electrical outlets (secure/condition)
- Drainage (clean/condition)
- Ice machines (operable/clean)
- Flooring (condition/clean)
- Lighting (operable/clean)
- Signage (secure/condition)

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### Lobby
- Area rug (condition/clean)
- Chairs (condition/clean)
- Couch (condition/clean)
- Tables (condition)
- Lamps (operable/condition/cords)
- Lamp shades (condition/secure)
- Telephone - Lobby (clean/operable)
- Plants (clean/condition)
- Planters (clean/condition)
- Lighting (clean/operable)
- Signage (condition)
- Doors (condition/clean/operable)
- Flooring (condition/clean)
- Railing (secure/condition)
- Counter (condition)
- Entry walls (condition)
- Walls - Lobby (condition)
- Luggage carts (operable/clean/condition)
- Music (operable)

### Elevators
- Lighting (operable/clean)
- Walls (condition)
- Telephone (operable/secure)
- Flooring (condition)
- Door tracks (clean)
- Doors (operable/condition)
- Signage (condition)

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Property Checklist

Halls

- Carpet 1st floor (condition/clean)
- Walls 1st floor (condition/clean)
- Lighting (operable/clean)
- Fire extinguishers (condition/date)
- Fire alarms (operable/clean)
- Exit signs (operable/bulbs)
- Carpet 2nd floor (condition/clean)
- Walls 2nd floor (condition/clean)
- Lighting (operable/clean)
- Fire extinguishers (condition/date)
- Fire alarms (operable/clean)
- Exit signs (operable/bulbs)
- Carpet 3rd floor (condition/clean)
- Walls 3rd floor (condition/clean)
- Lighting (operable/clean)
- Fire extinguishers (condition/date)
- Fire alarms (operable/clean)
- Exit signs (operable/bulbs)
- Carpet 4th floor (condition/clean)
- Walls 4th floor (condition/clean)
- Lighting (operable/clean)
- Fire extinguishers (condition/date)
- Fire alarms (operable/clean)
- Exit signs (operable/bulbs)
- Other signage - Vending (secure/clean)
- Stairwells (clean/condition)
- Railing (secure/condition)
- Stairwell doors (condition/operable)
- Stairwell signage (condition)

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Vacuums

- Vacuums (operable/condition)
- Vacuum cords (clean/condition)
- Belts (condition)
- Inventory for parts (vacuum bags/belts/brushes)

Housekeeping Department

- Doors, walls, and floors - check cleanliness & condition
- Dryers - remove any lint. Clean outside vent cover, check behind dryers etc…
- Washers - check drain, hoses, chemical supply, etc…
- Linen Chute - check door attachments, locks on all floors
- First Aid Kit - check supplies, expiration dates.
- Emergency procedure manuals - insure current & at telephone
- MSDS sheets - filed and available for review

Pump room

- Pressure gauges - check system pressure, suction pressure gauges on water devices set at manufacturer recommendations.

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