

LONG TERM MAINTENANCE CHECKLIST

A walk-through inspection to be made with a building and grounds committee to assess the type, age, and condition of all buildings, equipment, and grounds.

Building _____

ITEM	AGE	TYPE	CONDITION
Roof			
Gutters			
Windows			
Doors			
Lintels			
Exterior of building			
Waterproofing			
Tuckpoint & caulking			
Paint			
Aluminum siding			
Foundations			
Waterproofing			
Grounds			
Parking areas			
Drives			
Handicap parking			
Lighting/adequate			
Lighting/security			
Concrete areas			
Fencing			
Hand rails			
HVAC			
Water heaters			
Boilers			
Uninventilators/covers			
Condensate lines			
Furnaces			
Air conditioners			
INSIDE BUILDING			
Kitchen – stove(s)			
Kitchen – oven(s)			
Kitchen – dishwasher(s)			
Refrigerator(s)			
Freezer(s)			
Cafeteria – tables			
Cafeteria – chairs			
Sewage plant			
Lighting (assess by CG&E)			
Fire alarm system (compliance with code)			
Smoke detectors			

Hotel Maintenance Checklist

Raffaela Di Napoli



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