



Hotel Maintenance Checklist

Howard-Mailey Hotel / 21 Apr 2023 / Macey Stern

Complete

Score	93.75%	Flagged items	2	Actions	2
Site conducted					Unanswered
Client/Site					Howard-Mailey Hotel
Date and Time of Evaluation					21.04.2023 17:00 PST
Inspected by					Macey Stern
Location					Los Angeles, CA, USA (34.0522342, -118.2436849)

Flagged items & Actions

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Audit / Guest Room

Are there any leaky faucets, dripping showers, and malfunctioning toilets?

Yes

There's a broken bathtub handle and a leaking shower faucet in room 3-16A. Since we couldn't address these issues right away, assigned them as actions for our plumbers and technicians.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.04.2023 17:47 PST | Created by SafetyCulture Staff

Fix the broken bathtub handle and leaking shower faucet in room 3-16A.

Audit / Guest Room

Are there any malfunctioning electrical outlets, switches, and lighting fixtures?

Yes

One socket in the 3rd-floor hallway is broken. This needs to be fixed, ASAP.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.04.2023 17:48 PST | Created by SafetyCulture Staff

Fix the broken electrical socket in the 3rd-floor hallway.

Other actions

0 actions

Audit

2 flagged, 2 actions, 93.75%

Guest Room

2 flagged, 2 actions, 75%

Are there any leaky faucets, dripping showers, and malfunctioning toilets?

Yes

There's a broken bathtub handle and a leaking shower faucet in room 3-16A. Since we couldn't address these issues right away, assigned them as actions for our plumbers and technicians.



Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.04.2023 17:47 PST | Created by SafetyCulture Staff

Fix the broken bathtub handle and leaking shower faucet in room 3-16A.

Are there any malfunctioning electrical outlets, switches, and lighting fixtures?

Yes

One socket in the 3rd-floor hallway is broken. This needs to be fixed, ASAP.



Photo 2

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.04.2023 17:48 PST | Created by SafetyCulture Staff

Fix the broken electrical socket in the 3rd-floor hallway.

Are HVAC systems' temperature control and air quality needing attention?

No

For reference, the next maintenance cycle for all of our HVAC systems is scheduled next month. See attached file for the manufacturer's recommendations.

[HVAC Manufacturer's Maintenance Schedule.pdf](#)

Are there any signs of pest infestations?

No

Do the furniture, fixtures, and appliances have any signs of wear and tear?

No

Do the fire safety equipment (smoke detectors and sprinkler

No

systems) require maintenance, repair, or replacement?

Are door locks, latches, and hinges in bad condition?

No

Do the windows, curtains, and blinds need to be cleaned or fixed?

No

Common Areas

100%

Is there any trash or waste still present?

No

Do light fixtures and electrical outlets require attention?

No

Are fire extinguishers present and in good condition?

No

Are emergency exits not properly marked, obstructed, or not protected by functioning fire doors?

No

Do walls, ceilings, and flooring have signs of wear and tear?

No

Do furniture, fixtures, and decor have signs of wear and tear?

No

Are there any potential safety hazards present, such as loose handrails or slippery floors?

No

Do elevators and escalators require attention?

No

Food and Beverage Facilities

100%

Do food preparation areas (such as countertops and sinks) have dirt, cleaning materials residue, and other waste?

No

Do dining areas, tables, chairs, flooring, and lighting fixtures need attention?

No

Are the ventilation and exhaust systems in kitchens and dining areas malfunctioning?

No

Are bar equipment (dispensers, refrigerators, and ice machines) needing servicing maintenance?

No

Swimming Pools and Recreational Areas

100%

Do the water quality and chemical balance in pools and spas need configuration?

No

Are pool equipment (pumps, filters, and heaters) malfunctioning or inadequate?

No

Are pools and recreational areas (including decks, seating areas, and locker rooms) dirty?

No

Are safety features (lifeguard stations, safety signs, and fencing) inadequate or need improvement?

No

General Maintenance

100%

Deep cleaning (high dusting, lights, window areas, walls, floor, carpet, doors, and surfaces; bed, mattress, beddings, linens, curtains, furniture, baseboards, furnishings, and equipment; shower, faucet, glass walls, mirror, lavatory, and toilet)

✓

Carpet cleaning (removal of stains, dirt, grit, sand, and allergens)

✓

Painting (clean and paint ceiling and walls)

✓

Grouting and caulking (make sure there's no evidence of soap scum before caulking and sealing)

✓

Power washing (wet sandblasting, soda blasting, cleaning copper trim, and spider webs; swimming pool)

✓

Plumbing and electrical wiring (repairs and maintenance)

✓

Emergency system (power generators, emergency lights, emergency exit signs, evacuation plans, and first-aid kits)

✓

Security (maintenance and repair of CCTV cameras; backup and free up space for new recordings)

✓

Completion

Comments and Recommendations

Just to provide a summary of the assigned corrective actions for this inspection:

- There's a broken bathtub handle and a leaking shower faucet in room 3-16A. Since we couldn't address these issues right away, assigned them as actions for our plumbers and technicians.
- One socket in the 3rd-floor hallway is broken. This needs to be fixed, ASAP.

Inspector's Full Name and Signature



Macey Stern
21.04.2023 17:48 PST

Media summary



Photo 1



Photo 2

[HVAC Manufacturer's Maintenance Schedule.pdf](#)