

MONTHLY MAINTENANCE SCHEDULE

The following schedule provides a routine process for tracking specific maintenance needs throughout the hotel. This schedule should be kept and then incorporated into the daily assignments of the maintenance department when the scheduled item is to occur.

This allows for a regular cycle that keeps major equipment checked and routine items happening so that they do not become forgotten over a period of time.

This should also be used for budgeting and staffing purpose. When items are due then staffing has to be put in place to do the labor and the proper equipment or parts need to be purchased to insure that the assignment can be completed on time.

Finally, at the end of the month this schedule should be signed by the Chief Engineer and retained in the departmental files for future reference.

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January

When each item is complete, draw a diagonal line through the box and have the OM initial.

	Check and clean HV A C filters Guest Rooms	Shampoo 8% of Guest Rooms	Check all emergency lighting Exit signs	Clean Front Desk key machine with cleaning card	Inspect all pool equipment	
	Test smoke detectors in Guest Rooms		P &M on 30% of Guest Rooms	Check hot water temperature in Guest Rooms 120' Not to exceed		
	Rotate mattresses Per Specs		Laundry equipment P & M	Clean lint off dryer motors and burner. area		
	Check and clean HV AC filters for all public areas		Check exterior signage/lighting		Check Exercise Room equipment	
	Test run Emergency Generator					

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms	Review MSDS sheets and ensure they are properly posted		Check and clean HV A C filters in Guest Rooms		
	Clean Front Desk key machine with cleaning card		P& M on 30% of Guest Rooms	Ice Machine cleaner thru all Ice Machines		
		All employee written Fire Test		Clean lint off dryer motors and burner area		
	Check and clean Ice Machine filters					
	Test run Emergency Generator					

Revised 10/2007

March

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms		Lawn contract in place			
	Test Smoke Detectors in Guest Rooms	Clean Front Desk key machine with cleaning card	P & M on 30% of Guest Rooms		Clean all coils in all air handling units including roof top units	
	Clean Guest Room locks with cleaning card		Check and clean HV A C filters in Guest Rooms	Clean lint off dryer motors and burner area		
	Check condition of elevator equipment room		Check and clean HV AC filters for all Public Areas			
	Test run Emergency Generator					

Revised 10/2007

April

When each item is complete, draw a diagonal line through the box and have the GM initial.

Daylight Savings Time: 1st Sunday in April. Send Memo and Post by Time Clocks.	Shampoo 8% of Guest Rooms		Check all emergency lighting exit signs		Inspect all pool equipment	
	P&Mon30% of Guest Rooms	Clean Front Desk key machine with cleaning card	Wash all exterior windows	All roof units P&M	Check hot water temperature in Guest Rooms 120' Not to exceed	
Turn in quarterly readings on all closed water loop systems	Rotate mattresses Per Specs	Remove and power wash all PTAC units and check seal around the unit where they meet the sleeve	Laundry equipment P & M	Clean lint off dryers motors and burner area	Energize all lawn irrigation systems	
Clean mini-fridge coils	Check and clean ice machine filters	Check exterior lighting	P & M all rooftop exhaust units	Check Exercise Equipment	Check/Clean Laundry exhaust duct	
	Test run Emergency Generator	Dishwasher P & M				

Revised 10/2007

May

When each item is complete, draw a diagonal line through the box and have the GM initial.

When each item is complete, draw a diagonal line through the box and have the GM initial.	Check and clean HV AC filters in Guest Rooms	Shampoo 8% of Guest Rooms			Schedule Energy Audit with utility companies	
	P & Mon 30% of Guest Rooms	Test Smoke Detectors in Guest Rooms	Clean Front Desk key machine with cleaning card	Check condition of parking lot and walks		
	Walk roof, pick up debris/clear all roof drains	Stripe parking lot		Clean lint off dryer motors and burner area	Algae tablets in all roof top A/C drain trays	
			Check and clean BV AC filters for all public areas			
	Test run Emergency Generator					

Revised 10/2007

June

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms			Annual Fire Panel And Sprinkler flow test. If kitchen hood has dry chemical system, Schedule also.			
	Clean Front Desk key machine with cleaning card		P&M on 30% Guest Rooms		Ice Machine cleaner thru all ice machines		
	Check and clean HV A C filters in Guest Rooms	Flush sediment from all hot water heaters	Change out all ice machine water filters, per specs	Clean lint off dryer motors and burner area			
	Check and clean ice machine filters			Check all Emergency phones	Annual trimming of all shrubs		
	Test run Emergency Generator						

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July

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms		Check all emergency lighting Exit signs		Clean Front Desk key machine with cleaning card	
	P & M on 30% Guest Rooms	Test Smoke Detectors in Guest Rooms	Annual Fire Extinguisher inspection	Check hot water temperature in Guest Rooms 120' Not to exceed		
	Rotate mattresses Per Specs		Laundry equipment P & M	Clean lint off dryer motors and burner area		
	Clean Guest Room locks with cleaning card	Check exterior lighting Monitor cooling towers for algae	Check and clean HV AC filters for all public areas	P & M all roof exhaust units	Check Exercise Room equipment	
	Test run Emergency Generator					

Revised 10/2007

August

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Check and clean HV A C filters Guest Rooms	Shampoo 8% of Guest Rooms		Check Exterior of building for deteriorating caulking		
	Clean Front Desk key machine with Cleaning Card		Annual Testing RPZ's by licensed plumber	P &M on 30% Guest Rooms		
Turn in quarterly readings on all closed water loop systems	Rotate mattresses Per Specs	All Employee written Fire Drill		Clean lint off dryer motors and burner. area		
Clean mini-fridge coils	Check and clean Ice machine filters		Check the building exterior for bad caulking around windows and doors	Dishwasher P&M		
	Test run Emergency Generator					

Revised 10/2007

September

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms				Clean Front Desk Key Machine with cleaning card	
	Test Smoke Detectors in Guest Rooms		P&M on 30% Guest Rooms			
	Check condition of elevator equipment room			Clean lint off dryer motors and burner. area		
	Check and clean HVAC filters in Guest Rooms		Check and clean HVAC filters for all public areas			
	Test run Emergency Generator					

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October

When each item is complete, draw a diagonal line through the box and have the GM initial.

Fall / Winterizing List started	Shampoo 8% of Guest Rooms	Wash all exterior windows	Check all emergency lighting exit signs		Winterize all lawn irrigation systems	
	P&M on 30% Guest Rooms	Clean Front Desk key machine with cleaning card	All roof units P&M	Rotate Mattresses	Check hot water temperature in Guest Rooms	
	Walk Roof, pick up debris/ clear all roof drains	Ice Machine cleaner thru all ice machines	Laundry equipment P&M	Clean lint off dryer motors and burner. area	Check and replace all bad weather stripping exterior doors	
Daylight Savings Time: Last Sunday in October. Send Memo and Post by Time Clocks	Check and clean Laundry exhaust duct	Check and clean ice machine filters	Clean Guest Room locks with cleaning cards	Check exterior lighting	P&M all roof exhaust units	
	Check Exercise room equipment	Test run emergency generator			List Capital Improvements desired for the following year	

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November

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms				Clean Front desk key machine with cleaning card	
	Test Smoke detectors in Guest Rooms	P&M on 30% Guest Rooms	Check and clean all HVAC filters in Guest Rooms			
Fall / Winterize List completed				Clean lint off dryer motor and burner area		
			Check and clean HVAC filters for all public areas			
	Test Run Emergency Generator					

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December

When each item is complete, draw a diagonal line through the box and have the GM initial.

	Shampoo 8% of Guest Rooms				Clean Front Desk key machine with cleaning cards	
	Set time Guest Room Locks		P&M on 30% Guest Rooms		Update Emergency Call list	
Turn in quarterly readings on all closed water loop systems	Clean Guest Room locks with Cleaning Cards	Flush sediment from all hot water heaters	Change out ice machine water filters, per specs	Clean lint off dryer motor and burner area	Clean mini fridge coils	
	Check and clean ice machine filter			Dishwasher P&M		
	Test run emergency generator					