

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

Siddappa N.Byrareddy



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