

Routine Room Maintenance Task Checklist

No.	Task	Completed	Comments/Notes
1	Check and replace light bulbs	<input type="checkbox"/>	
2	Test electrical outlets and switches	<input type="checkbox"/>	
3	Inspect HVAC vents and filters	<input type="checkbox"/>	
4	Examine furniture and fixtures for damage	<input type="checkbox"/>	
5	Check windows and locks	<input type="checkbox"/>	
6	Test smoke detector/alarm	<input type="checkbox"/>	
7	Ensure cleanliness of floors and surfaces	<input type="checkbox"/>	
8	Empty trash bins and replace liners	<input type="checkbox"/>	
9	Check for signs of pests or mold	<input type="checkbox"/>	
10	Report additional maintenance needs	<input type="checkbox"/>	

General Notes: