

# Hotel Maintenance Equipment Safety Review Document

Hotel Name: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Review Period: \_\_\_\_\_

## 1. Equipment Reviewed

Equipment Name	Location	Last Service Date	Condition	Notes

## 2. Safety Checklist

Inspection Item	Status	Comments
Electrical Safety (cords, plugs, panels)		
Protective Guards/Fencing		
Emergency Stops/Controls		
Signage and Labels		
Proper Functioning (mechanical, electrical)		

## 3. Identified Safety Issues

Description	Location	Action Required	Priority

## 4. Recommendations

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## 5. Additional Comments

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Reviewed By:

\_\_\_\_\_

Date:

