CHECKLIST

Preventive Maintenance for Hotels

INFRASPEAK

Lifts and Docks

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Ensure that the external maintenance company is fulfilling the contract (SLA)	○	○	○	●	○	○
Inspect the cabin and equipment	○	○	○	○	○	●
Check for oil leaks	○	○	○	○	○	●
Clean the lift shaft and pit	○	○	○	○	○	●
Test the fire and safety alarm	○	○	○	○	○	●

Air Handling Units (AHUs)

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Clean the dust filters	○	○	●	○	○	○
Clean and disinfect the tray	○	○	●	○	○	○
Analyse the tray water	○	○	●	○	○	○
Replace the filters	○	○	○	●	○	○
Clean the water filters	○	○	○	●	○	○
Check for oil leaks and repair, if necessary	○	○	○	●	○	○
Analyse noise and vibrations*	○	○	○	●	○	○
Inspect the drive belts	○	○	○	●	○	○
Test the differential pressure switches	○	○	○	●	○	○

Task						
Check overall operation includes safety devices and valve tightness, thermostats, pressure gauges, flow-switches, sensors	○	○	○	●	○	○
Check the condition of the heating and cooling batteries and clean with a water jet	○	○	○	○	●	○
Measure the air temperature (insufflation/return)	○	○	○	○	●	○
Check free cooling	○	○	○	○	●	○
Lubricate mechanical and electrical components	○	○	○	○	●	○
Clean the drop separators and sanitise the drainage system	○	○	○	○	●	○
Check for corrosion and correct if necessary	○	○	○	○	○	●
Check the ducts' insulation	○	○	○	○	○	●
Mechanical and electrical retightening	○	○	○	○	○	●
Inspect and clean the fans	○	○	○	○	○	●
Inspect the frost protection	○	○	○	○	○	●
Replace filters, belts, and other consumables depending on the state and/or the manufacturer's recommendations	○	○	○	○	○	●

(*) Noise and vibration analysis: it can also be used as a predictive maintenance and condition-based maintenance method. Frequencies between 10–1000 Hz can be a sign of lack of rigidity, imbalances, misalignment, warping, looseness, wear, and electrical problems. Frequencies between 1000 - 10.000 Hz are almost always associated with rolling failures, cavitation, and electrical problems.

Cooling Towers

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Analyse levels of chlorine, biocide, scale and corrosion inhibitors (all the applicable)	●					
Purge the water	●					●
Analyse the physical-chemical quality of water			●			●
Inspect and clean the condensate tray			●			●
Analyse the level of aerobic bacteria in the tray			●			
Monitor the water contamination in the tank			●			
Perform a general inspection of the equipment					●	
Inspect the condenser and filling					●	
Disassemble, clean, and disinfect the system					●	
Inspect the drop separator						●

Chillers

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Test the operation of the condenser fans					●	
Check the thermal insulation of the evaporator					●	
Check the oil levels in the compressors					●	
Measure the consumption of condenser compressors and fans					●	

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the air bubbles in the liquid sight glass	○	○	○	○	🟢	○
Check the differential pressure in the compressor oil pumps	○	○	○	○	🟢	○
Clean and inspect the condenser	○	○	○	○	🟢	○
Check the operation of the flow switches	○	○	○	○	○	🟢
Check pressure gauges and thermometers	○	○	○	○	○	🟢
Retighten electrical and mechanical components as needed, including motor terminals	○	○	○	○	○	🟢
Check the protection thermals	○	○	○	○	○	🟢
Analyse oil acidity	○	○	○	○	○	🟢
Clean the electrical panel and check the electrical installation	○	○	○	○	○	🟢
Control of the overheating	○	○	○	○	○	🟢
Check the structure for corrosion and correct if necessary	○	○	○	○	○	🟢

Boilers

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Measure the water temperature	🟢	○	○	○	○	○
Check the water level indicator	🟢	○	○	○	○	○
Measure pressure with a manometer	🟢	○	○	○	○	○
Check general operation: noise, vibrations, voltage indicator light, first flame indicator light, second flame indicator light, hour meter	○	🟢	○	○	○	○

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check for steam or water leaks		●				
Check the safety valves		●				
Check the structure for corrosion and correct if necessary			●			
Clean the space and structure				●		

Industrial kitchen

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Perform general cleaning and disinfection of the kitchen, including cold rooms	●					
Monitor the temperature in freezers and cold rooms	●					
Clean the freezers and cold rooms, including condensers, compressors, and filters		●				
Clean the stove gas burners		●				
Clean the extractor hood		●				
Check the anti-frost system and remove excess ice, if necessary				●		
Check coolant gas levels				●		
Check the sealing rubbers and silicone condition on all applicable equipment				●		
Calibrate the scales					●	
Check all safety devices					●	
Check metal structures for corrosion and oxidation					●	

Electrical Installation

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the installation, including protection systems, transformer, connections, grips, and cleanliness of the frame	○	○	○	○	○	●
Check the partial electrical panels, including apparatus, contacts, programmable clocks, controllers, and contactor status	○	○	○	○	○	●
Electrical connections thermography (**)	○	○	○	○	○	●
Check the ground connection	○	○	○	○	○	●
Measure the resistance of ground electrodes (service/protection)	○	○	○	○	○	●
Measure consumption	○	○	○	○	○	●
Clean and check the transformer station	○	○	○	○	○	●

(**) Thermography: thermography can also be used as a condition-based maintenance method for all electrical panels, including water pumps, irrigation, etc. In that case, you can use the readings obtained to adjust the frequency of maintenance.

Back-up generator

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Inspect the equipment general condition	○	○	●	○	○	○
Clean the surrounding area	○	○	●	○	○	○
Check the crankcase oil level and oil pressure	○	○	●	○	○	○
Check the alarms	○	○	●	○	○	○
Perform lamp test	○	○	●	○	○	○
Check the battery charging voltage	○	○	●	○	○	○

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the resistance temperature			●			
Check the time needed to be up and running			●			
Check the fuel level			●			
Run a test without load (switch to manual mode)			●			
Check frequencies, and three-phase and single-phase voltages after stabilising the rotations			●			
Check oil pressure and water temperature, when hot			●			
Lubricate hinges						●
Check valve clearances						●
Retighten the terminals on the alternator and circuit breaker						●
Perform a general cleaning of the equipment						●
Retighten the engine and alternator supports						●
Replace oil and oil filters **check manufacturer's recommendations**						2 em 2 anos
Replace the fuel filter **check manufacturer's recommendations**						2 em 2 anos

Industrial Laundry

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Clean the dryer's filters	●					
Check the product level in the canisters	●					
Check the rubbers and other signs of wear		●				

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check for leaks	○	●	○	○	○	●
Clean the machine drum and laundry area	○	●	○	○	○	○
Check and clean the dosers	○	○	●	○	○	○
Clean the calender machine	○	○	●	○	○	○
Lubricate mechanical components	○	○	○	●	○	○
Check the operation of the laundry boilers	○	○	○	●	○	○
Check the plumbing, to prevent the effluent from overflowing	○	○	○	●	○	○
Check the drainage system, including protection and non-return valves	○	○	○	●	○	○
Check the steam and hot water pipes insulation	○	○	○	○	●	○
Check the calender machine' rollers and paraffin the cradle	○	○	○	○	●	○
Check the thermostat, stopwatch, timers, and the machines' water intake	○	○	○	○	○	●
Check the electrical system, including circuit breakers, fuses, thermal relays, and signalling	○	○	○	○	○	●

Water Points and Plumbing

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check and register the hot water temperature in the accumulators (>60ºC)	●	○	○	○	○	○
Analyse free chlorine levels in network points	●	○	○	○	○	○
Discharge water at the points of least flow, including public bathrooms, utility rooms, and unoccupied rooms	○	●	○	○	○	○
Purge water tanks	○	●	○	○	○	○

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Clean the water filters		●				
Check and register the temperature at the endpoints (>50ºC)		●				
Clean and calibrate control devices			●			
Check the tanks and piping purgers			●			
Descale showers and strainers, and disinfect with a neutral pH product			●			
Disinfect waterfalls, swan nozzles, ornamental fountains and similar			●			
Analyse domestic hot water (tanks/rooms)				●		
Check the pipes' condition					●	
Clean the installation						●
Analyse domestic cold water (tanks/rooms)						●
Replace AQS aluminium anodes						2 em 2 anos
Replace AFS aluminium anodes						3 em 3 anos
Replace AQS titanium anodes						10 em 10 anos

Pools and Spas

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Test the pH (and correct it, if it is not between 7.2–7.6)	2 em 2 horas					
Test the disinfectant level (if it's chlorine, it should be between 1–1.5 ppm)	2 em 2 horas					
Recirculate the water for filtration and disinfection with biocide	4 em 4 horas					
Testing water alkalinity (and correct it, if it is not between 80–200 ppm)	4 em 4 horas					

Task	1	2	3	4	5	6
Test calcium hardness (and correct it, if it is not between 150–200 ppm)	**4 em 4 horas**					
Renew the pool water (2–5% of volume in swimming pools and 20% in children's pools)	●					
Clean sauna benches and Turkish bath cabins	**várias vezes**					
Clean the skimmer baskets, grids, and overflow discharge	●					
Brush the walls and vacuum the bottom		●				
Disinfect stairs, planks, and the surrounding area		●				
Clean the jets, grates, overflow gutters, and retention baskets in the jacuzzi		●				
Wash and backwash the filter sand (or earlier, if the pressure gauge is on the yellow)		●				
Clean the recirculation pump pre-filter		●				
Clean the check valve		●				
Restore chlorine tablets, anti-algae doses, and pH controllers		●				
Disinfect Turkish baths and saunas		●				
Inspect and clean the water injectors			●			
Clean the sauna walls with a product suitable for wood			●			
Analyse the water physical-chemical quality			●			
Legionella analysis				●		
Check the operation of the filters				●		
Check and clean the sauna and Turkish bath heater (should let the heater cool down a few hours before)					●	
Turn off the engine					**Pool winterising (***)**	

Task						
Clean the pool, including walls and vacuum of the bottom	○	○	○	○	**Pool winterising (***)**	○
Shock chlorination with trichlorine (add powdered chlorine 10gr/ m3)	○	○	○	○	**Pool winterising (***)**	○
Analyse the pH	○	○	○	○	**Pool winterising (***)**	○
Place the filtration system in continuous operation, in the manual position, for one day	○	○	○	○	**Invernação da piscina**	○
Place the winteriser in the water and recirculate for 4 hours with the skimmer taps, bottom drain, and return (concentration of 0.5l / m3)	○	○	○	(depending on the winterising period)	**Invernação da piscina**	○
Clean the filter after placing the winteriser	○	○	○	(depending on the winterising period)	**Invernação da piscina**	○
Put the engine into automatic circulation 2 hours per day	○	○	○	○	**Invernação da piscina**	○
Place the winter cover and clean the pool cover on both sides with chlorine	○	○	○	○	**Invernação da piscina**	○
Place the water level below the skimmers, in areas where there is a risk of freezing	○	○	○	○	**Invernação da piscina**	○
Check the recirculation pump, pressure gauges, and turbine	○	○	○	○	○	●
Check the operation of the filters under pressure	○	○	○	○	○	●
Clean the intermediate tank	○	○	○	○	○	●

(***) If instead of winterising the pool, you choose to empty the pool during the low season: take extra maintenance measures into account. Before emptying the pool, the drain must always be checked. When reopening, you should carefully disinfect the pool, replace the initial doses of biocide, anti-algae, and pH controllers, and perform water analysis.

Gymnasiums

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Perform an electrical overhaul and recalibrate to factory values	◯	◯	🟢	◯	◯	◯
Lubricate equipment, including treadmills, elliptical machines, and bicycle wheels	◯	◯	🟢	◯	◯	◯
Inspect equipment for signs of wear and verify that the machines remain safe	◯	◯	🟢	◯	◯	◯
Check that the weights on the weight training machines are adjusted	◯	◯	🟢	◯	◯	◯

Solar panels

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the temperature and pressure of the primary	◯	◯	◯	◯	🟢	◯
Check the cover and housing for dirt, deformation, condensation, or other anomalies	◯	◯	◯	◯	🟢	◯
Check the joints for deformations, degradations, or cracks	◯	◯	◯	◯	🟢	◯
Check the structure for corrosion and oxidation	◯	◯	◯	◯	🟢	◯
Clean the purger and the collector cover	◯	◯	◯	◯	🟢	◯
Check the safety valve	◯	◯	◯	◯	🟢	◯
Retighten the case screws	◯	◯	◯	◯	🟢	◯
Clean the purger	◯	◯	◯	◯	🟢	◯

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the liquid level	○	○	○	○	○	●
Check the expansion tank pressure	○	○	○	○	○	●

Fire Pumping Station

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Inspect the general condition of the station, including water supply levels, pressure levels, relief valves, and isolating valves	○	●	○	○	○	○
Check the fire pumps lubrication	○	●	○	○	○	○
Reduce water pressure to simulate starting	○	●	○	○	○	○
Closed-loop test	○	●	○	○	○	○
Measure running consumption	○	○	○	○	○	●
Check pressure gauges and temperatures	○	○	○	○	○	●
Lubricate bearings	○	○	○	○	○	●
Perform a general cleaning	○	○	○	○	○	●

Other safety equipment

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the operation of safety alarms	○	○	○	○	●	○
Check the smoke, temperature, and carbon monoxide detection equipment	○	○	○	○	●	○

Comfort services

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Check the operation of doors, windows, lamps, telephone, internet connection, furniture, water pressure in the toilet, hairdryer, clean mirrors and glasses	**Before check-in**	○	○	○	●	○
Clean the minibar refrigerators	○	●	○	○	○	○
Clean the tile joints with the appropriate product	○	●	○	○	○	○
Flip the mattresses	○	○	●	○	○	○
Clean nests and dirt on roofs and terraces	○	○	**variable**		○	○
Pest control, including inspecting holes, drains, and other sources of pests	○	○	**variable**			○
Change the restaurant napkins	○	○	○	●	○	○
Clean the facade	○	○	○	●	○	○
Deep cleaning of sofas, rugs, and carpets	○	○	○	●	○	○

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Deep cleaning of the mattress, and change covers	○	○	○	●	○	○
Change the stock of bed linen, bathrobes, and towels	○	○	○	○	●	○
Check the furniture in the common areas, including outdoor furniture, bar counters, etc.	○	○	○	○	●	○
Change mattresses	○	○	○	○	○	Every 5 years

Gardening and Outdoor Spaces

Task	Daily	Weekly	Monthly	Quarterly	Biannual	Annual
Maintenance of flowerbeds and garden areas	variável		○	○	○	○
Prune plants and mow the lawn	○	variável		○	○	○
Clean the automatic irrigation sprinklers and filters	○	○	●	○	○	○
Measure the pH and fertilise as needed	○	○	○	●	○	○
Check the irrigation system controller and pump	○	○	○	○	●	○
Check pergolas, benches, swings, and similar	○	○	○	○	○	●

Did we miss anything?

Get in touch with carol@infraspeak.com and give us your feedback.

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About Infraspeak

Infraspeak is an Intelligent Maintenance Management Platform (IMMP) that brings outstanding connectivity, flexibility and intelligence to your operation.

Gain full control and the flexibility to build your own, custom, maintenance management solution capable of answering your own operational challenges.

Online. Offline. Behind a desk or in the field. Infraspeak connects your team to your plans, your plans to your goals, and your goals to the intelligent maintenance you need to take your operation into the future.

Talk to our team of specialists and enter data, intelligence and automation.

Intelligent maintenance starts here.

Learn more