

# Hotel HVAC Maintenance Checklist

Maintenance

DATE ____/____/____	HOTEL	ENGINEER
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## AIR HANDLING UNITS

	OK	REPLACE
AHU filters — condition and DP reading	<input type="radio"/>	<input type="radio"/>
Belt tension and condition	<input type="radio"/>	<input type="radio"/>
Fan bearings — no noise or vibration <input type="checkbox"/> OK <input type="checkbox"/> Issue		
Coils clean — no blockage <input type="checkbox"/> OK <input type="checkbox"/> Clean needed		
Condensate drain flowing <input type="checkbox"/> OK <input type="checkbox"/> Blocked		
Dampers operating on BMS signal <input type="checkbox"/> OK <input type="checkbox"/> Issue		

## GUEST ROOM FCUS

Fan coil filters cleaned (sample rooms)  Done  Due  
 FCU coils clean — no dust buildup  OK  Dirty  
 Thermostat responding correctly  OK  Issue  
 No water leaks at FCU drain pans  OK  Leak  
 Fan running quietly — no rattle  OK  Noisy  
 Room temperature matching set point  OK  Drift

## CHILLER & COOLING TOWER

Chiller operating within parameters  OK  Issue  
 Chiller refrigerant charge adequate  OK  Low  
 Cooling tower water treatment current  OK  Overdue  
 Tower fill media condition  OK  Degraded  
 Condenser water temperature normal  OK  High  
 No scale or corrosion in tower  OK  Issue

## CONTROLS & COMPLAINTS

BMS alarms reviewed — none outstanding  Clear  Alarms present  
 BMS scheduling correct for season  OK  Adjusted  
 Guest temp complaints this month \_\_\_\_\_  
 Repeat complaint rooms investigated  Done  Pending  None  
 Energy consumption trending normal  OK  Increasing

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**SIGN-OFF**

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Issues found and parts needed

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Engineer signature

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**Notes**

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