

MAINTENANCE RECORDS

Technical installations in the hotel

Hotel: _____	Document-No.: _____
Location: _____	Status: _____
Person in charge: _____	Period _____

TABLE OF CONTENTS

No.	Section	Documentation / Content
1	List of installations	e.g. fire alarm system, lifts, heating, ventilation/air conditioning, electrical systems, emergency lighting, water systems, gas supply and kitchen equipment
2	Maintenance record	date, system, maintenance/inspection carried out, result, defects identified, actions taken, next appointment, contractor and signature.
3	Defect tracking	defect, hazard, immediate action, person responsible, deadline and completion date.
4	Approval and inspection	person responsible, date and signature.
5	Document filing	test reports, maintenance logs, specialist contractor certificates and other supporting documents.

PURPOSE OF THE DOCUMENTATION

This template is intended to provide a clear record of maintenance, inspections, repairs and any defects identified in the hotel's technical equipment. Inspection and maintenance intervals, as well as the scope of inspections, must be determined in accordance with the applicable legal, regulatory, standard and manufacturer's requirements.

Approved by: _____	Date: _____	Signature: _____
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