## **Joint Room Maintenance Checklist**

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Inspected By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **General Information**

* **Room ID/Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Checklist Categories**

#### **1. Furniture & Fixtures**

| **Item** | **Condition (✓/✗)** | **Notes/Action Required** |
| --- | --- | --- |
| Chairs & Tables |  |  |
| Sofa/Seating Area |  |  |
| Cupboards/Storage Units |  |  |

#### **2. Flooring, Walls, & Ceilings**

| **Item** | **Condition (✓/✗)** | **Notes/Action Required** |
| --- | --- | --- |
| Flooring (Carpet/Tiles) |  |  |
| Wall Paint/Wallpaper |  |  |
| Ceiling/Lighting |  |  |

#### **3. Safety & Comfort**

| **Item** | **Condition (✓/✗)** | **Notes/Action Required** |
| --- | --- | --- |
| Air Conditioning/Heater |  |  |
| Smoke Detectors |  |  |
| Locks/Windows |  |  |

#### **4. Cleanliness**

| **Item** | **Condition (✓/✗)** | **Notes/Action Required** |
| --- | --- | --- |
| Trash Bins |  |  |
| Linens (If Any) |  |  |