

WEEKLY MAINTENANCE CHECKLIST

Interior

Checked

Any signs of wear and tear (i.e. scratches, cracks, marks, chips or holes) in any furniture or soft furnishings	
Any signs of paint peel/ Any marks on the walls from suitcases etc.	
Any signs of mould or damp	
Interior flooring clean and free from cracks	
Safety deposit box working and key present	
All appliances in full working order (e.g. kettle, toaster, hairdryer etc.)	
Are all remote controls present and have batteries (for TV and A/C)	
Check all light bulbs are working and do not need replacing	
Check kettles and irons for build-up of lime scale and treat/replace where required	
Check TV & Wi-Fi signal	
Check that any games facilities (if applicable) have no parts missing, e.g. bats, balls etc.	
Test all smoke detectors and carbon monoxide (CO) detectors to confirm they are fully operational – record the results in maintenance log sheet	

Exterior

Any signs of paint peel	
Check pool steps/ladder in good condition	
Check for missing pool tiles	
Pool pump room locked	
Pool heating working and switched on (where applicable)	
Pool cover/blanket present and in good condition	
Are the gardens well maintained, free from weeds and lawn cut	
Sun loungers in good condition	
Conduct water quality tests for the swimming pool and hot tub – record all test results in maintenance log sheet including chemical levels, adjustments made and corrective actions taken	