

# PREMISES MAINTENANCE

## During Closure Checklist



In partnership with ThruFM, we have created this list of recommended daily, weekly and quarterly checks to carry out whilst your hotel is temporarily closed. For further information, please contact Paul Brown at Beacon on 07967 173 916.

## DAILY CHECKS

- Listen and look and feel for any leaks or unusual sounds. Especially when checking access voids and plant areas. You will often hear a drip before you see it. Or feel it underfoot if in a carpeted area. Key fails are “slot head” isolators on toilet cisterns.
- Interior and exterior, perimeter checks of the building for signs of break in or attempted break in, rough sleeping, failed exterior lighting or damaged CCTV etc.
- All windows and doors closed.
- CCTV system operational and recording with no obstructions. Review last 24 hours footage in brief for any concerns. Log any concerns, escalate to others where appropriate.
- Check and record temperatures of all freezers. As HACCP routine.
- Check all areas especially kitchen and food storage areas for signs of pest activity.
- Do a visual check on bait boxes. Ref “bait map”. Agree protocol if any evidence of activity or dead rodents found, I would suggest a call out of your pest control company for prompt action.

## WEEKLY CHECKS

- Flush through all toilets both front and back of house, guest rooms etc.
- All taps throughout the property to be run for 5 minutes. To be logged.
- All shower heads to be run for 5 minutes.
- Fire alarm to be checked and tested.
- Fire call point to be checked as per your routine and recorded.
- Fire doors closed.

## QUARTERLY CHECKS

- Action agreed PPM with appointed contractor.
- All shower heads to be cleaned as per your compliance strategy. Record.
- Review “closed down” strategy and agree changes where appropriate.
- Is “re-opening” date now agreed, what next? This will relate to how the premises have held up during the shut down period as well as how much was done to maintain it throughout. An individual review and strategy should be considered.

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