Hotel Maintenance Request Log

Track defects, priority, ownership and closure evidence.

Property: _____ Date / Shift: _____

Checklist item / field	Status / details
Log ID, time and originating room/area	_____
Define asset, issue, severity and safety implications	_____
Assign technician or external vendor	_____
Record status, updates and guest impact	_____
Capture parts, cost and approval as required	_____
Test repair and document closure	_____
Review recurring failures by asset	_____

Exceptions, follow-up owner, due time:

_____

Reviewed by: _____ Follow-up date: _____

Adapt to your property procedures and local requirements. This is an illustrative operational aid, not a mandatory standard.