

SITE SURVEY REPORT

Hotel Maintenance Checklist (Room PPM and Plant)

Prepared for	Minster Gate Hotels Ltd
Date	22 Oct 2026
Site	Ouse Bridge Hotel, York
Prepared by	G. Marsden

FORM

Hotel Maintenance Checklist (Room PPM and Plant)**1. Hotel and maintenance round**

Project	Ouse Bridge Hotel, York: room maintenance round (completed example)
Hotel address	Ouse Bridge Hotel, 18 Skeldergate, York YO1 6DH
Hotel owner or operator	Minster Gate Hotels Ltd
Location (GPS)	53.9565, -1.0844
Maintenance check date	22 Oct 2026
Engineer	G. Marsden, maintenance engineer
Hotel	Ouse Bridge Hotel
Where is the hotel?	United Kingdom
Bedrooms in the hotel	90
Type of round	Room-by-room preventive maintenance round
Floors or rooms covered	Rooms 112, 207, 214 and 315 on this round
Chief engineer or maintenance manager	P. Lindqvist, chief engineer
Temperature unit	°C
Hot water target at outlets (at least)	50
Cold water target at outlets (at most)	20

HSE guidance on hot and cold water systems: hot water stored at 60°C at least and reaching at least 50°C within 1 minute at sentinel outlets; cold water below 20°C after running for 2 minutes; little-used outlets flushed weekly. Your legionella risk assessment sets what applies to your hotel. Use the water temperature log and flushing record for the routine checks.

An engineering maintenance record. It does not replace the fire risk assessment, legionella risk assessment, statutory tests or specialist servicing, and it does not certify the hotel or make it compliant.

2. Guest rooms**Rooms 1: 112**

Room number	112
Floor	1

Room type	Double
Heating and air conditioning or fan coil: runs, responds to the controls, filter clean	Acceptable
Taps and mixers: flow, no drips, hot and cold the right way round	Acceptable
Shower: mixer, head and hose in good order, screen or curtain, no leaks at the tray or bath	Action needed
What needs doing, or why not checked	Sealant failed along the shower tray edge; water getting behind the tray.
WC: flushes and refills, seat secure, no leaks at the cistern or pan	Acceptable
Drains: basin, bath and shower run away freely	Acceptable
Electrics and lighting: every lamp works, sockets, switches and USB points undamaged	Acceptable
TV, remote and Wi-Fi working	Acceptable
Room door: lock and card reader, closer closes and latches, viewer, chain or security latch	Acceptable
Smoke detector tested as the hotel's procedure says	Acceptable
Windows open and close; restrictors fitted and working where fitted	Acceptable
Furniture and fixtures secure: wardrobe, desk, headboard, mirrors, shelves, curtain tracks	Acceptable
Sealant and grout intact around bath, shower and basin	Acceptable
Decor: walls, ceilings, carpets and curtains free of damage and stains	Acceptable
Room appliances: kettle, hairdryer, safe, minibar fridge, iron (where provided)	Acceptable
Hot water reading	52
Cold water reading	16
Hot water against your target	At or above target
Cold water against your target	At or below target

Defects 1: Shower tray seal

Item	Shower tray seal
Defect	Sealant missing along the wall edge of the tray. Water on the floor after showering and a damp patch on the bathroom wall.
Priority	Room out of order: fix now
Status	Job raised
Job reference	ENG-EXAMPLE-0412

Photo of the defect

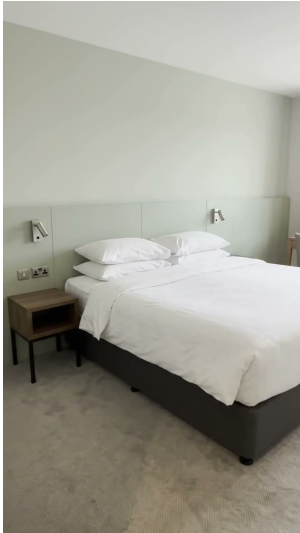
Room out of order?	Yes
Why, and what has to happen before it can be sold	Shower leaking behind the tray. Strip out the old sealant, let the wall dry, reseal and leave to cure, then water test before release.
Expected back in service	24 Oct 2026
Guest-reported fault for this room?	Yes
Report reference or date	Guest report 21 Oct
What the guest reported	Water on the bathroom floor after using the shower.
Outcome	Found: job raised
This room: checks needing action	1
Not checked	0
Water readings outside target	0

Rooms 2: 207

Room number 207

Floor 2

Room type Double

Photo of the room

Heating and air conditioning or fan coil:
runs, responds to the controls, filter clean

Acceptable

Taps and mixers: flow, no drips, hot and
cold the right way round

Acceptable

Shower: mixer, head and hose in good
order, screen or curtain, no leaks at the tray
or bath

Acceptable

WC: flushes and refills, seat secure, no
leaks at the cistern or pan

Acceptable

Drains: basin, bath and shower run away
freely

Acceptable

Electrics and lighting: every lamp works,
sockets, switches and USB points
undamaged

Acceptable

TV, remote and Wi-Fi working

Acceptable

Room door: lock and card reader, closer
closes and latches, viewer, chain or
security latch

Acceptable

Smoke detector tested as the hotel's
procedure says

Acceptable

Windows open and close; restrictors fitted and working where fitted	Acceptable
Furniture and fixtures secure: wardrobe, desk, headboard, mirrors, shelves, curtain tracks	Acceptable
Sealant and grout intact around bath, shower and basin	Action needed
What needs doing, or why not checked	Cracked wall tile above the bath, grout open at the corner.
Decor: walls, ceilings, carpets and curtains free of damage and stains	Acceptable
Room appliances: kettle, hairdryer, safe, minibar fridge, iron (where provided)	Acceptable
Hot water reading	53
Cold water reading	17
Hot water against your target	At or above target
Cold water against your target	At or below target

Defects 1: Wall tile above bath

Item	Wall tile above bath
Defect	One tile cracked full height at the internal corner, grout missing below it.
Priority	Within the week
Status	Job raised
Job reference	ENG-EXAMPLE-0413

Photo of the defect

Room out of order?	No
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Guest-reported fault for this room?	No
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This room: checks needing action	1
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Not checked	0
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Water readings outside target	0
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Rooms 3: 214

Room number	214
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Floor	2
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Room type	Accessible double
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Heating and air conditioning or fan coil: runs, responds to the controls, filter clean	Acceptable
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Taps and mixers: flow, no drips, hot and cold the right way round	Acceptable
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Shower: mixer, head and hose in good order, screen or curtain, no leaks at the tray or bath	Acceptable
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WC: flushes and refills, seat secure, no leaks at the cistern or pan	Acceptable
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Drains: basin, bath and shower run away freely	Acceptable
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Electrics and lighting: every lamp works, sockets, switches and USB points undamaged	Acceptable
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TV, remote and Wi-Fi working	Acceptable
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Room door: lock and card reader, closer closes and latches, viewer, chain or security latch	Acceptable
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Smoke detector tested as the hotel's procedure says	Acceptable
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Windows open and close; restrictors fitted and working where fitted	Not applicable
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Furniture and fixtures secure: wardrobe, desk, headboard, mirrors, shelves, curtain tracks	Acceptable
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Sealant and grout intact around bath, shower and basin	Acceptable
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Decor: walls, ceilings, carpets and curtains free of damage and stains	Acceptable
Room appliances: kettle, hairdryer, safe, minibar fridge, iron (where provided)	Acceptable
Hot water reading	54
Cold water reading	15
Hot water against your target	At or above target
Cold water against your target	At or below target
Room out of order?	No
Guest-reported fault for this room?	No
This room: checks needing action	0
Not checked	0
Water readings outside target	0

Rooms 4: 315

Room number	315
Floor	3
Room type	Double
Heating and air conditioning or fan coil: runs, responds to the controls, filter clean	Acceptable
Taps and mixers: flow, no drips, hot and cold the right way round	Acceptable
Shower: mixer, head and hose in good order, screen or curtain, no leaks at the tray or bath	Acceptable
WC: flushes and refills, seat secure, no leaks at the cistern or pan	Acceptable
Drains: basin, bath and shower run away freely	Acceptable
Electrics and lighting: every lamp works, sockets, switches and USB points undamaged	Acceptable
TV, remote and Wi-Fi working	Acceptable
Room door: lock and card reader, closer closes and latches, viewer, chain or security latch	Acceptable

Smoke detector tested as the hotel's procedure says	Acceptable
Windows open and close; restrictors fitted and working where fitted	Acceptable
Furniture and fixtures secure: wardrobe, desk, headboard, mirrors, shelves, curtain tracks	Acceptable
Sealant and grout intact around bath, shower and basin	Acceptable
Decor: walls, ceilings, carpets and curtains free of damage and stains	Action needed
What needs doing, or why not checked	Stain on the carpet by the desk that did not lift with cleaning.
Room appliances: kettle, hairdryer, safe, minibar fridge, iron (where provided)	Acceptable
Hot water reading	51
Cold water reading	18
Hot water against your target	At or above target
Cold water against your target	At or below target

Defects 1: Carpet by the desk

Item	Carpet by the desk
Defect	Brown stain about 30 cm across, housekeeping could not remove it. Patch or replace at the floor 3 refurbishment.
Priority	Planned refurbishment
Status	Job raised
Job reference	ENG-EXAMPLE-0414

Photo of the defect



Room out of order?	No
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Guest-reported fault for this room?	No
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This room: checks needing action	1
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Not checked	0
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Water readings outside target	0
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Rooms checked	4
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Rooms out of order	1
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Room checks needing action	3
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Not checked	0
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Water readings outside target	0
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Guest-reported faults	1
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Not found on the check	0
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3. Public areas

Entrance and reception: doors, automatic doors, floor, lighting	Acceptable
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Corridors: lighting, carpets, signage, no trip hazards	Acceptable
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Fire doors on corridors and stairs close fully and are not wedged open	Acceptable
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Escape routes and stairs clear, exit signs lit	Acceptable
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Guest lifts: car, doors, lighting, alarm button, no fault messages	Acceptable
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Public toilets: taps, WCs, drains, hand dryers, lighting	Acceptable
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Restaurant, bar and function rooms: furniture, lighting, AV, floor	Acceptable
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Leisure: pool, spa or gym equipment (where provided)	Not applicable
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Outside: car park, lighting, paths, signage, bins	Acceptable
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Checks needing action	0
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Not checked	0
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4. Back of house and plant

Boiler and plant room: no alarms, leaks or unusual noise; clear of storage	Acceptable
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Hot water: calorifier or cylinder temperatures read and logged	Acceptable
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Cold water tanks and booster pumps: lids on, no leaks, pumps running normally	Acceptable
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Air handling and extract units: running, no alarms, filters not overdue	Action needed
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What needs doing, or why not checked	AHU-2 (kitchen supply): drain tray dirty with standing water. Clean, treat and check the drain runs.
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Kitchen: extract canopy, equipment and gas interlock working (engineering check)	Acceptable
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Laundry: machines, dryers and extract running, lint filters cleaned	Acceptable
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Fire alarm panel: normal, no faults or disablements left on	Acceptable
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Emergency lighting and generator (where fitted): no faults showing	Acceptable
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Pests: no signs in kitchens, stores and bin areas	Acceptable
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Little-used outlets flushed as the water safety plan requires (rooms out of order, empty floors)	Acceptable
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Checks needing action	1
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Not checked	0
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Photos of the plant



5. Actions and sign-off

Items needing action	4
Result	Action needed: rooms out of order

Actions 1: Room 112: remove old sealant, dry out, reseal shower tray, water test, release room.

Action	Room 112: remove old sealant, dry out, reseal shower tray, water test, release room.
Priority	Room out of order: fix now
Who will do it	G. Marsden
Due by	24 Oct 2026
Status	In progress

Actions 2: Room 207: replace cracked tile above bath and regrout.

Action	Room 207: replace cracked tile above bath and regrout.
Priority	Within the week
Who will do it	G. Marsden
Due by	29 Oct 2026
Status	Open

Actions 3: AHU-2: clean drain tray and check the condensate drain.

Action	AHU-2: clean drain tray and check the condensate drain.
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Priority	Within the week
Who will do it	Northfield Mechanical (PPM contractor)
Due by	28 Oct 2026
Status	Open

Actions 4: Room 315: carpet patch or replacement at the floor 3 refurbishment.

Action	Room 315: carpet patch or replacement at the floor 3 refurbishment.
Priority	Planned refurbishment
Who will do it	P. Lindqvist
Due by	31 Jan 2027
Status	Open
Actions still open	4
Decision	Rooms can be sold except those out of order
Next maintenance round	19 Nov 2026
Summary for the hotel	Four rooms checked. Room 112 out of order for a shower tray leak, expected back on 24 October. Minor defects in 207 and 315 booked. AHU-2 drain tray needs cleaning. Water readings at target in all four rooms.
Engineer name	G. Marsden
Engineer signature	

G. Marsden

Duty or general manager name	H. Adeyemi
Duty or general manager signature	

H. Adeyemi