IMA Hospitality



Preventive Maintenance and Winterizing

For hotels, **fourth quarter preventive maintenance should focus heavily on the transition into colder weather, life-safety systems, building-envelope protection, and completing repairs before winter conditions make them more difficult**. Seasonal hotel maintenance guidance similarly emphasizes heating equipment, weatherproofing, plumbing protection, emergency systems, and property-wide inspections during fall and winter.

FOURTH QUARTER PREVENTIVE MAINTENANCE RECOMMENDATIONS FOR HOTELS

HVAC & Heating Systems

+ Replace or clean HVAC filters.
+ Test thermostats and heating controls in guestrooms and common areas.
+ Inspect vents and air-handling equipment for proper operation.
+ Inspect and service boilers, furnaces, heat pumps, and other heating equipment.
+ Check condensate drains and visible piping for leaks or deterioration.
+ Confirm mechanical rooms are clean, accessible, and free from storage.

Fall preventive maintenance guidance specifically recommends servicing boilers/furnaces, changing filters, and testing guest-room heating controls before colder weather.

Winter Weather Preparation

+ Inspect windows, exterior doors, seals, and weatherstripping.
+ Identify plumbing located in areas vulnerable to freezing and provide appropriate freeze protection.
+ Inspect roofs for damaged materials, drainage problems, and potential water-intrusion areas.
+ Clean gutters and roof drains where applicable.
+ Inspect exterior stairs, sidewalks, ramps, handrails, and walking surfaces.
+ Prepare snow and ice removal equipment and supplies before the first winter weather event.
+ Review contracts and responsibilities for snow and ice removal.

Winter hotel maintenance recommendations specifically include checking doors and windows for drafts, protecting vulnerable piping, and inspecting roofs for water intrusion and ice-related issues.

Fire & Life Safety

+ Inspect exposed plumbing for leaks and corrosion.
+ Check water heaters and boilers for visible signs of leakage or deterioration.
+ Inspect pipe insulation, especially in vulnerable areas.
+ Check drains for proper flow.
+ Address dripping faucets, running toilets, and recurring plumbing issues.
+ Review low-use areas or guestrooms as part of the property's water management practices.

Current hotel PM guidance recommends protecting pipes in vulnerable areas during winter and routinely monitoring plumbing and water systems.

Kitchen, Laundry & Back-of-House

+ Inspect cooking and refrigeration equipment.
+ Check kitchen exhaust systems and grease accumulation.
+ Inspect laundry equipment, hoses, belts, and connections.
+ Clean dryer lint areas beyond the routine lint-screen cleaning.
+ Inspect floors for damaged surfaces and slip/trip hazards.
+ Check shelving and storage areas for stability and housekeeping.
+ Repair leaking plumbing and equipment.

Seasonal hotel guidance calls out kitchen exhaust/grease systems, while routine PM programs include inspection of laundry belts, hoses, and utility connections.

Emergency & Backup Equipment

+ Test emergency lighting.
+ Review generator inspection and maintenance records.
+ Verify backup power systems are operational.
+ Check emergency equipment and supplies.
+ Make sure emergency contact information is current.
+ Review procedures for power outages, frozen pipes, severe winter weather, and building-system failures.

Hotel PM guidance includes routine generator exercising as well as winter testing of emergency lighting and backup power systems.



FOURTH QUARTER RISK CONTROL FOCUS

The fourth quarter is an ideal time for hotels to identify and correct property conditions before winter weather increases the potential for equipment failure, frozen pipes, water damage, fires, and guest or employee injuries. A proactive preventive maintenance program also helps protect property, maintain reliable operations, and reduce disruptions to the guest experience.



BEST FOURTH QUARTER PRIORITIES

- Heating systems
- Fire/life safety
- Freeze protection
- Roofs and drainage
- Walking surfaces
- Exterior lighting
- Guestroom PM
- Emergency power
- Parking lots
- Winter weather readiness

Maintenance frequencies should be adjusted to manufacturer recommendations, applicable codes, brand requirements, property conditions, and local climate. One current hotel PM guide likewise notes that checklist frequencies are starting points and that regulatory, manufacturer, and brand requirements take precedence.

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