Smart Lock Maintenance Log

Comprehensive Tracking & Preventive Maintenance Schedule

Purpose: Proper maintenance extends lock lifespan and prevents guest disruptions. This log tracks all maintenance activities and helps schedule preventive maintenance.

Dramouty Names
Property Name:
Lock System Brand/Model:
Total Number of Locks: Installation Date:
Maintenance Manager:

Recommended Maintenance Schedule

Frequency	Activities	Est. Time	Responsible
Daily	Monitor battery alerts in system dashboard	5-10 min	Front Desk
Weekly	Review audit logs for anomalies or errors	15-20 min	IT/Security
Monthly	Visual inspection of high-traffic locks Clean card readers Check battery levels	1-2 hours	Maintenance
Quarterly	Firmware updates Deep clean and lubricate Test emergency override Audit log backup	2-3 hours	IT + Maint.
Semi-Annual	Full system health check Replace batteries (proactive) Test all access levels PMS integration test	4-6 hours	All Teams
Annual	Comprehensive system audit Vendor service call (if contracted) Review replacement schedule Update disaster recovery plan	1 full day	Management

Activity Codes:

BR=Battery Replace FU=Firmware Update VI=Visual Inspect FT=Function Test CL=Clean/Lube RP=Repair RV=Replace Lock CF=Config Change TS=Troubleshoot OT=Other

Maintenance Activity Log

Room #	Date	Code	Activity Details	Performed By	Notes/Next Action

Battery Replacement Tracking

Pro Tips:

- Replace batteries proactively at 80% of expected lifespan to avoid emergency calls
- Expected battery life: Typically 12-24 months depending on usage
- Bulk replacement schedule reduces emergency service calls

Room #	Last Replaced	Battery Type	Expected Life	Next Replace (Projected)	Status
101	2024-10-15	4× AA Alkaline	18 months	2026-04-15	√ Good
102	2024-09-20	4× AA Alkaline	18 months	2026-03-20	√ Good
103	2024-11-01	4× AA Alkaline	18 months	2026-05-01	√ Good