

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.

Property Name:

Lock System Brand/Model:

Total Number of Locks:

Maintenance Manager:

Installation Date:

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

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