



MAINTENANCE EMPLOYEE SKILLS VALIDATION FORM

NAME: _____ POSITION: _____

DIRECTIONS FOR SKILL MENTOR: For each of the numbered items below, rate the employee's degree of competency. The rating for each task should reflect actual job performance.

PART I: WORK HABITS

RATING SCALE: A = Acceptable—meets property standards

B = Below standards or not applicable

- | | |
|--|--|
| _____ 1. Shows up for work on time and is prepared to work | _____ 6. Cooperates with others and works well in a team |
| _____ 2. Completes assigned tasks on time | _____ 7. Asks for help when needed |
| _____ 3. Accepts supervision willingly | _____ 8. Follows safety rules and regulations |
| _____ 4. Follows written and oral instructions | _____ 9. Maintains a well-groomed, professional appearance |
| _____ 5. Interacts with others in a courteous and tactful manner | |

PART II: TASK PERFORMANCE

- | | |
|---|---|
| _____ 10. Documents maintenance requests | _____ 25. Performs preventative maintenance of public areas |
| _____ 11. Prepares tools for maintenance work | _____ 26. Maintains and services ice machines |
| _____ 12. Performs preventative maintenance on guestrooms | _____ 27. Cleans the pool(s) |
| _____ 13. Inspects and services guestroom AC unit | _____ 28. Paints walls and other surfaces both inside and outside |
| _____ 14. Performs interior installations | _____ 29. Makes surfaces skid-free |
| _____ 15. Repairs wash basin drains | _____ 30. Performs preventative maintenance on roofs |
| _____ 16. Repairs faucet leaks and drips | _____ 31. Repairs ceramic tile and grout |
| _____ 17. Services and repairs toilets | _____ 32. Performs basic carpentry repairs |
| _____ 18. Installs ceiling fans | _____ 33. Performs pressure washing |
| _____ 19. Replaces out of order television sets | _____ 34. Inspects the flood pump |
| _____ 20. Repairs door hardware | _____ 35. Tests the water heaters |
| _____ 21. Communicates out of order room status | _____ 36. Performs lockout/tagout procedures during all repairs |
| _____ 22. Repairs damaged carpet | _____ 37. Troubleshoots the vacuum cleaners |
| _____ 23. Applies and repairs wallpaper | _____ 38. Keeps the maintenance shop organized |
| _____ 24. Repairs drywall | _____ 39. Maintains chemicals properly |

RECOMMENDATION: I attest that the above information is true and understand that any misinformation provided may affect the candidacy of the applicant. I recommend this individual for certification and verify that the candidate currently holds the position of maintenance employee.

Skill Mentor (or Supervisor): _____ (please print) Skills Certification Director: _____ (please print)

Title: _____ Title: _____

Signature: _____ Date: _____ Signature: _____ Date: _____