

Safety & Security Checklist

Safety and Security Checklist

Use this list to evaluate and improve Safety and Security at your Hotel

<u>Item</u>	<u>Circle the one that applies</u>	
Are key control procedures in place?	Yes	No
Are employees required to leave keys when departing from the property?	Yes	No
Are reference checks conducted on all applicants?	Yes	No
Are regular staff meetings held concerning safety and security?	Yes	No
Is there a posted evacuation plan?	Yes	No
Is there an Emergency Procedures Manual and have all employees read it?	Yes	No
Is there an Incident log and procedures for its use available?	Yes	No
Is the front desk open and staffed 24 hours a day?	Yes	No
Is the telephone answered properly and professionally?	Yes	No
Are State Law Cards posted in all guest rooms?	Yes	No
Are all personnel wearing nametags?	Yes	No
Does property have solid core or steel guest room doors?	Yes	No
Do all guest room doors have electronic locks with deadbolt mechanism?	Yes	No
Do all locks work properly?	Yes	No
Do all patio doors have an effective locking device?	Yes	No
Are there viewports (peepholes) on all guest room doors?	Yes	No
Do all connecting doors have deadbolt locks?	Yes	No
No chain locks?	Yes	No
Do all windows lock properly and have black-out type drapes?	Yes	No
Does the property have adequate exterior lighting?	Yes	No
Is the property absent of safety hazards?	Yes	No
Are there an adequate number of fire extinguishers?	Yes	No
Are exits clearly marked?	Yes	No
Is there a procedure for security-related work orders?	Yes	No
Are security tasks given top priority?	Yes	No
Is there a procedure in place to check all rooms every day?	Yes	No
Is there adequate safety equipment at the pool, in clear view?	Yes	No
<i>(See Swimming Pool section for items required/recommended)</i>		