



Hotel & Conference Center

SAFETY CHECKLIST

Name

Date

Guest Safety: Most injuries are minor (slips and falls) but the ratio of injuries to claims is high. Catastrophic exposures are fire, earthquake, and other disasters.

DESCRIPTION	YES	NO
Risk Management Plan tailored to the services provided? Includes a fire response plan?		
Exit and exit markings as required (NFPA 101)?		
Exit areas are free from any obstructions?		
Smoke and fire alarms present in all areas of the hotel and tested? Hearing impaired provisions?		
Emergency exit plans in all rooms?		
Emergency lighting?		
Backup generators (tested)?		
Alarm systems monitored at all times by a hotel employee?		
Operators trained to give evacuation instructions? Instructions present at switchboards?		
Are visitors prohibited from "hazardous" areas of the hotel? Posted?		
Common areas well maintained and free of debris?		
Cords in walkways?		
Condition of floors and floor coverings? Floors waxed with non-skid compound?		
Handrails for all stairs/steps? Non-slip treads? Well illuminated?		
Trash and rubbish removed as needed- daily? Provisions for spill clean ups?		
Shelving firmly secured to the wall or, if freestanding, be level and solidly constructed, or anchored?		
Do guest bathtubs and shower stalls have flooring that provides traction? Handrails?		
Public restrooms easily accessible and properly maintained? Cleaned daily?		
Furniture inspected regularly for sturdiness and sharp edges?		
Escalator stop buttons visible and accessible?		
Do stair and escalator railing have obstructions to prevent people from sliding down them?		
Maintenance schedule for escalators and elevators? Inspection certificates posted? Emergency power?		
Elevator emergency features- stop button, phones, return to ground during a fire, etc?		
Attractive nuisances (fountains, special displays) barricaded off by plants?		
Public protected from construction areas?		
Lighting in public areas (parking lots, ATMs) bright enough to discourage criminal activity?		
Security monitoring appropriate?		