

Hotel Inspection Checklist

Item	Yes	No	N/A	Comments
Floors and hallways clear and unobstructed				
Lobby doors clear and unobstructed				
Emergency stairs clear and unobstructed				
Wet floor signs in use				
Daily/nightly security checks/reports				
Emergency phone numbers available				
Adequate lighting provided				
Outdoor lighting				
Emergency lighting				
Parking lot/sidewalk in good condition				
Bell carts in good condition				
Housekeeper carts/equipment in good condition				
PPE available to housekeepers				
Housekeeper equipment stored properly/accessible				
Exit signs placed and illuminated				
Fire extinguishers serviced within the last 12 months				
Evacuation routes posted at each floor				

Alarm systems serviced				
Smoke detectors in working order				
First aid kits/ eye wash replenished				
Sharps container available				
Laundry room clear and unobstructed				
Linens stored properly/accessible				
PPE/eyewash station in laundry room				
Lint cleaned from dryers, ducts				
Non-slip mats in vulnerable locations				
Ergonomic mats in laundry room				
Electrical outlets/cords/ panels in good condition				
Electrical panels unobstructed				
Power/hand tools in good condition				
Parking lot free of pot holes, oil, gravel				
Ample lighting in parking lot				

Service	Contracted	Yes	No	N/A	Comments
Potentially Contracted Services					
Maintenance					
Swimming pool					
Groundskeeping					
Fitness/Spa					
Security					
First Aid Station					
Fire Alarm/Sprinkler /Fire Extinguisher					

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