

Hotel Safety & Security Inspection (Covid Special)

Hotel

AUDIT VERIFICATION

Inspector's Name

Inspector's Signature

SIGNATURE

COVID-19 SAFETY MEASURES

Are employees following proper hand hygiene standards to sanitize hands with an alcohol-based hand rub?

Yes

No

NA

Are employees limiting the touch to their eyes, nose, and mouth when unnecessary?

Yes

No

NA

Is proper respiratory hygiene like coughing/sneezing into a bent elbow or tissue and then immediately disposing the tissue followed by the employees?

Yes

No

NA

Are employees wearing a medical mask and performing hand hygiene after disposing of the mask?

Yes

No

NA

Is there a minimum distance of 1 meter between employees and other persons with respiratory symptoms?

 Yes No NA

Is frequent hand and respiratory hygiene practiced by professional security team on duty?

 Yes No NA

Are medical masks and gloves easily accessible by the security team?

 Yes No NA

Are medical masks and gloves used by the security team?

 Yes No NA

Is security team practicing social distancing within the premises?

 Yes No NA

Is the number of professional security adequate within the premises despite practicing social distancing?

 Yes No NA

Are public areas and frequently touched surfaces regularly disinfected?

 Yes No NA

Please elaborate the measures taken to prevent covid-19

textarea

EXTERIOR CHECKS

Is outside of the hotel well illuminated?

Yes

No

NA

Is a professional security manager appointed?

Yes

No

NA

Is access to underground parking authorized and controlled?

Yes

No

NA

Does the hotel have an emergency plan with frequent trial checks?

Yes

No

NA

Do the public areas have CCTV?

Yes

No

NA

Does the hotel have emergency power facility and is it operational?

Yes

No

NA

Is the area of the hotel free of high risk facilities?

Yes

No

NA

Are all entrance doors monitored and limit the access?

Yes

No

NA

FIRE PROTECTION

Is there an alerting system provided to hotel guests incase of emergency?

Yes No NA

Are fire extinguishers available and easily accessible?

 Yes No NA

Is there a sprinkler system in case of fire?

 Yes No NA

Are emergency exit doors built with panic hardware in case of fire emergency?

 Yes No NA

Do the emergency exit stairs have direct access to outside the hotel?

 Yes No NA

Are the fire plans regularly tried out?

 Yes No NA

Is the hotel staff trained on basic fire safety?

 Yes No NA

Does each floor have clear markings indicating fire exits?

 Yes No NA

PERSONAL HYGEINE AND TRAINING

Is the personal hygiene followed by the employees?

 Yes No NA

Are the employees in proper uniform and wearing a name tag?

Yes

No

NA

Select on which of the following are employees trained

Emergency situation Operational process Rules Regulations

PRE-INSPECTION CHECKS

Before starting this inspection, is the inspector wearing proper PPE?

Yes

No

NA

Are the appropriate people/personnel informed before starting this inspection?

Yes

No

NA

During this inspection, will you interact with other people?

Yes

No

NA

ROOMS, HYGIENE AND SAFETY

Are the rooms operated by a card-key system?

Yes

No

NA

Is there a peephole on the door?

Yes

No

NA

Are the rooms provided with safe/lockers?

Yes

No

NA

Are the rooms connected with high speed Internet?

Yes

No

NA

Is soap/alcohol-based hand rub available in the room for guests?

Yes

No

NA

Overall comments on the inspection

textarea

SCREENING AT ENTRANCE

Are bags/luggage screened at the entrance of the hotel?

Yes

No

NA

Are people screened at the entrance of the hotel?

Yes

No

NA

Is screening of vehicles done before entering the hotel area?

Yes

No

NA