

# Hotel Security Checklist

## Hotel

### CASH FLOW IN-HOUSE AND TO BANK

Does the hotel have official cash procedures?

☐ Yes☐ No☐ NA

Did you find drop safe which is accessible easily by the staff?

☐ Yes☐ No☐ NA

Does the hotel have diverse banking procedure?

☐ Yes☐ No☐ NA

To transport cash, is a licensed company hired?

☐ Yes☐ No☐ NA

Does the route differs every time at the time of cash collection?

☐ Yes☐ No☐ NA

Is the cash counting done out of the visibility of public?

☐ Yes☐ No☐ NA

At the time of counting cash, are the doors locked/secured?

☐ Yes☐ No☐ NA

Are ATM's cleared and refilled after working hours?

☐ Yes☐ No☐ NA

Does the hotel follow policy of keeping minimum cash in drawer of cash register?

☐ Yes☐ No☐ NA

Are cash drawers properly labelled with hotel name and department?

☐ Yes☐ No☐ NA

Are cash drawers locked and secured properly after working hours?

☐ Yes☐ No☐ NA

Does the hotel have official cash procedures?

☐ Yes☐ No☐ NA

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## CCTV INSTALLATION AND USAGE

Is CCTV equipment installed in the hotel?

☐ Yes☐ No☐ NA

Are there signs to indicate the existence of the CCTV system?

☐ Yes☐ No☐ NA

Can CCTV cameras be monitored internally and remotely?

☐ Yes☐ No☐ NA

Is CCTV equipment installed in the hotel?

Yes

No

NA

Are there signs to indicate the existence of the CCTV system?

Yes

No

NA

Can CCTV cameras be monitored internally and remotely?

Yes

No

NA

## CONTACTS AND COMMUNICATION

Are emergency contact numbers pre-programmed with telephones?

Yes

No

NA

In case of telephone failure, is there an alternative way to contact emergency services/facilities?

Yes

No

NA

Are telephone lines secured and wired properly?

Yes

No

NA

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Yes

No

NA

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Yes

No

NA

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Yes

No

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## CONTROL OF ENTRY/EXITS

Do all doors have quality locks to restrict unauthorized access?

Yes

No

NA

When left unattended for long periods of time, can internal doors be locked?

Yes

No

NA

Are unused windows closed and secured properly?

Yes

No

NA

Does staff ensure that all the members have left the premises at the end of the trading times?

Yes

No

NA

Does staff check that all doors and windows are closed and secured at the end of the trading times?

Yes

No

NA

Are the number of entry/exit points kept limited?

Yes

No

NA

Is landscaping well maintained and is there a clear visibility?

Yes

No

NA

Are there adequate security lights at entry points?

Yes

No

NA

Does the floor design provide good visibility in the premises?

Yes

No

NA

Are reception/counter heights suitably adjusted?

Yes

No

NA

Are visitors/customers restricted from accessing the area behind the bars, cashier areas and back of house areas?

Yes

No

NA

Does the hotel have a proper sign in/out process for trade visitors?

Yes

No

NA

Is a cloak room/bag holding service present at the point of entry?

Yes

No

NA

Are there appropriate internal signs to guide visitors/patrons/guests?

Yes

No

NA

Are cash registers and other areas at a fair distance from the front door?

Yes

No

NA

Are ceiling spaces secure?

Yes

No

NA

Does the hotel have a policy regarding the wearing of helmets/hats/beanies etc on the premises and is the policy followed?

Yes

No

NA

Do all doors have quality locks to restrict unauthorized access?

Yes

No

NA

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Yes

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No

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## DETAILS OF VALUABLE PROPERTIES

Are records (brand, model/serial number) maintained for appliances, electronic items and other assets in the assets register?

Yes

No

NA

Are valuable properties easy to identify on the basis of their name/logo?

Yes

No

NA

Are valuable properties photographed for easy recognition?

Yes

No

NA

Is the security of photographs and property list sufficient?

Yes

No

NA

Does the hotel have latest insurance policy?

Yes

No

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Yes

No

NA

## RECOGNITION OF HOTEL

Is the hotel signage clearly visible?

Yes

No

NA

Are hotel entry points secured and monitored?

Yes

No

NA

Are you able to restrict access from unsafe access points?

Yes

No

NA

Is the 'staff only' areas clearly visible and kept separate from public areas?

Yes

No

NA

Are doors and windows protected by security devices?

Yes

No

NA

Does the staff wear name badge or a hotel uniform?

☐ Yes☐ No☐ NA

Do authoritative personnel wear their name badges?

☐ Yes☐ No☐ NA

Is the staff encouraged in back of house area to wear ID/hotel uniform?

☐ Yes☐ No☐ NA

Are warning signs prominently displayed around the hotel relating to security/surveillance ?

☐ Yes☐ No☐ NA

Is there a proper visibility of public areas of the hotel which can also be seen from outside?

☐ Yes☐ No☐ NA

Is the hotel signage clearly visible?

☐ Yes☐ No☐ NA

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Yes

No

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## SAFE/LOCKER ACCESS AND SECURITY

Does the hotel have safe/lockers?

Yes

No

NA

Is the safe secured and out of the visibility of public?

Yes

No

NA

Is the safe locked and accessible directly?

Yes

No

NA

Is the access to safe restricted and are only authorized persons given access?

Yes

No

NA

Is safe and cash area at different places?

Yes

No

NA

Before cash is removed from safe, is there a signage indicating there would be delay?

Yes

No

NA

Is the cash and safe sections excluded from any publicly displayed plan of the premises?

Yes

No

NA

Is the key register maintained?

Yes

No

NA

Are all spare keys secured?

Yes

No

NA

Are the staff members given a provision to store their personal belongings?

Yes

No

NA

Are the staff's personal items checked at the time of leaving the premises?

Yes

No

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## SECURITY ALARM SYSTEMS

Does the hotel have security alarm system along with coverage of safe cash counting area?

☐ Yes☐ No☐ NA

Does the licensed security company manages security alarm system?

☐ Yes☐ No☐ NA

Does the security alarm system have a duress facility?

☐ Yes☐ No☐ NA

Is the duress alarm placed behind counters in bottleshop, bars and gaming area?

☐ Yes☐ No☐ NA

Are the alarms maintained by the security company?

☐ Yes☐ No☐ NA

Are there policies in place on how the staff will respond to the emergency threats?

☐ Yes☐ No☐ NA

Does the staff members know how to turn the alarm system on and off?

Yes

No

NA

Is there a record of the persons with alarm codes?

Yes

No

NA

Is there a process in place to disable alarm codes if required?

Yes

No

NA

Is the security system examined on regular basis for smooth functioning?

Yes

No

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## SECURITY AUDIT

Did the local service area crime prevention section perform a security audit?

☐ Yes☐ No☐ NA

Please mention date

DATE

2017-01-01

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☐ Yes☐ No☐ NA

Please mention date

DATE

2017-01-01

## SECURITY ON SITE

Did you find on-site security staff?

Yes

No

NA

Are security staff members hired by hotel or contractors?

Yes

No

For direct employees, are they provided with a national police clearance certificate and a copy of security license?

Yes

No

NA

Are their personal references checked prior to commencing employment?

Yes

No

NA

For contract security staff, are there systems in place and is the contractor licensed?

Yes

No

NA

Are the security staff provided training on formal security?

Yes

No

NA

Are specific security duties allocated to security controllers?

Yes

No

NA

Are security registers properly managed and updated?

Yes

No

NA

Is the security staff aware of the liquor licence conditions which are applicable to the hotel?

Yes

No

NA

Are all staff aware and trained on the armed robbery prevention and using the kit?

Yes

No

NA

Does the hotel have policies/procedures in place incase of security incident?

Yes

No

NA

Does the hotel have a procedure to report suspicious/unsure activity and escalating to police?

Yes

No

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Yes

No

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## VEHICLE PARKING AND CONTROL

Are vehicles restricted from entering restricted areas?

☐ Yes☐ No☐ NA

Are vehicles allowed to park close to the entrance of the hotel?

☐ Yes☐ No☐ NA

Are vehicles in car parks or other areas under the control of the licensee checked at regular intervals?

☐ Yes☐ No☐ NA

Any suspicious vehicles if identified, are they investigated quickly?

☐ Yes☐ No☐ NA

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