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HOTEL ROOM SECURITY INSPECTION CHECKLIST



Inspector Name: _____

Date: _____

Room Number: _____

1. Door & Window Security

- ☐ Main door lock functions properly (keycard, deadbolt, or manual lock).
- ☐ Peephole is clean and unobstructed.
- ☐ Door closer and latch mechanism are functional.
- ☐ Secondary lock (chain or latch) is secure and operational.
- ☐ Windows lock securely and are free of damage.
- ☐ Balcony/Patio doors (if applicable) lock properly and close fully.

2. Safe & Valuables Protection

- ☐ In-room safe is operational and instructions are visible.
- ☐ Safe resets properly after each use.
- ☐ Safe is securely bolted to furniture or wall.

3. Smoke & Fire Safety

- ☐ Smoke detector is present and operational (test if required).
- ☐ Carbon monoxide detector (if applicable) is functional.
- ☐ Sprinkler heads are clear and unobstructed.
- ☐ Fire alarm pull station is accessible (if inside the room).
- ☐ Emergency evacuation plan is posted on the door.

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4. Surveillance & Privacy

- ☐ No unauthorized surveillance cameras present.
- ☐ Room phone works for emergency calls.
- ☐ Door viewer (peephole) is secure and not tampered with.
- ☐ No visible tampering with electrical outlets or fixtures.

5. Lighting & Visibility

- ☐ Room entryway and hallways are well-lit.
- ☐ Bedside lamps and desk lights function properly.
- ☐ Bathroom lighting is fully operational.

6. Additional Security Checks

- ☐ Hotel keycard access system functions correctly.
- ☐ No suspicious objects or items left behind from previous guests.
- ☐ Closets and under beds are clear of any safety hazards.
- ☐ Minibar and fridge (if applicable) are secure and functioning properly.

Final Notes _____

Inspector Signature: _____

Supervisor approval (if needed): _____