

Hotel Fire Safety Checklist Template

 Show only Checklist

Display Style
Default 

Fire Alarm System

Verify functionality and proper operation of the fire alarm system.

Panel Status Code

Enter a number...

Panel Battery Voltage

Normal

Low

Critical



Last System Test Date

Enter date...

Time of Last System Test

Enter time...

Initiating Device Test Result

Pass

Fail

N/A

Notes/Comments

Write something...

Emergency Lighting

Check emergency lighting fixtures for functionality and illumination.

Lumens Output (each fixture)

Enter a number...

Battery Condition

- Good
- Fair
- Poor

Last Battery Replacement Date

Enter date...

Test Result

- Pass
- Fail

Notes / Comments (if applicable)

Write something...

Fire Extinguishers

Inspect fire extinguishers for proper placement, charge, and accessibility.

Extinguisher ID/Tag Number

Enter a number...

Extinguisher Type (A, B, C, etc.)

- A
- B
- C
- ABC
- K

Pressure Gauge Reading (PSI)

Enter a number...

Condition of Gauge Needle

- In Green Zone
- In Yellow Zone
- In Red Zone

Condition of Extinguisher

- Good
- Minor Damage
- Major Damage
- Empty

Notes/Comments (e.g., rust, leaks, damage)

Write something...

Inspection Date

Enter date...

Inspector Signature

Smoke Detectors

Confirm smoke detectors are present, operational, and have working batteries in each room/designated area.

Detector ID Number

Enter a number...

Detector Status

- Operational
- Malfunctioning
- Missing

Battery Condition

- Good
- Low
- Needs Replacement

Last Battery Replacement Date

Enter date...

Notes/Observations

Write something...

Test Result

- Pass
- Fail

Sprinkler System

Visually inspect sprinkler heads for obstructions and proper orientation.

Sprinkler Head Condition (0-10, 10=Excellent)

Sprinkler Head Orientation

 Pendant Upright Sidewall

Notes on Sprinkler Head Condition or Orientation

Water Pressure (PSI)

Details of any Obstructions found

Write something...

Visible Corrosion?

Yes

No

Date of Last Professional Inspection

Enter date...

Exit Routes & Signage

Ensure exit routes are clear, unobstructed, and clearly marked with appropriate signage.

Number of Exit Signs Present

Enter a number...

Condition of Exit Signage (Legible?)

- Yes
- No
- Partially Obstructed

Are Exit Routes Clear of Obstructions?

- Yes
- No

Description of Obstructions (if any)

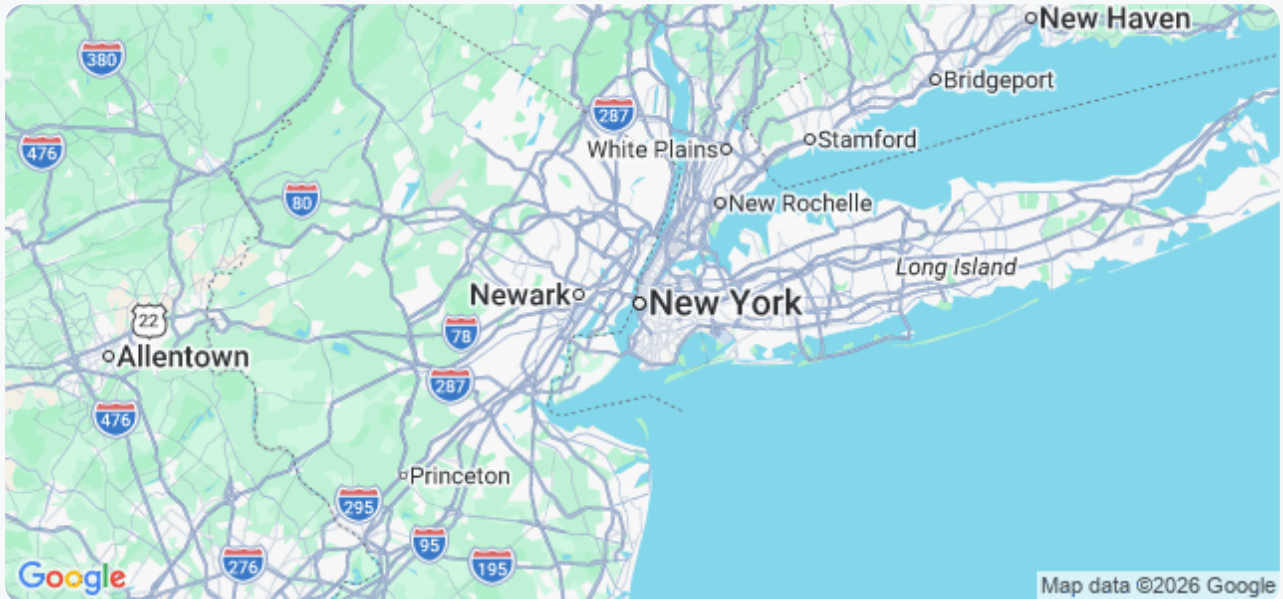
Write something...

Exit Path Well-Lit?

- Yes
- No

Location of Any Obstructions

 [Set My Current Location](#)



Fire Doors & Exits

Check fire doors are functional, self-closing, and not blocked.

Fire Door Inspection Rating (0-10)

Enter a number...

Door Self-Closing Functionality?

- Yes
- No
- N/A

Door Hardware Functionality?

- Fully Functional
- Minor Issues
- Major Issues
- N/A

Details on any obstructions or issues found:

Write something...

Exit Sign Illumination

- Working
- Dim
- Not Working
- N/A

Last Maintenance Date

Enter date...

Emergency Evacuation Plan

Verify availability and clarity of emergency evacuation plan information for guests and staff.

Summary of Evacuation Procedures

Write something...

Floor Plan with Evacuation Routes

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Number of Evacuation Drills Conducted This Year

Enter a number...

Date of Last Evacuation Drill

Enter date...

Start Time of Last Evacuation Drill

Enter time...

Drill Type (e.g., Fire, Earthquake)

- Fire
- Earthquake
- Other

Notes/Observations from Last Drill

Write something...

Staff Training

Confirm staff has received fire safety training and understands procedures.

Last Fire Safety Training Date

Enter date...

Topics Covered in Training

- Evacuation Procedures
- Fire Extinguisher Use
- Emergency Communication
- First Aid Basics
- Fire Prevention

Number of Staff Trained

Enter a number...

Training Notes/Observations

Write something...

Trainer Qualification

- Certified Fire Marshal
- Designated Safety Officer
- External Training Provider

Training Certificates/Records

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Record Keeping

Ensure proper records are maintained for fire safety inspections and maintenance.

Inspection Date

Enter date...

Inspection Time

Enter time...

Fire Extinguisher Inspection Tag Number

Enter a number...

Notes/Comments (e.g., corrective actions taken)

Write something...

Inspection Performed By

Internal Staff

Third-Party Inspector

Inspector Signature

Supporting Documentation (e.g., inspection reports)

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