

# Hotel Fire Safety Checklist Template

 Show only Checklist

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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)

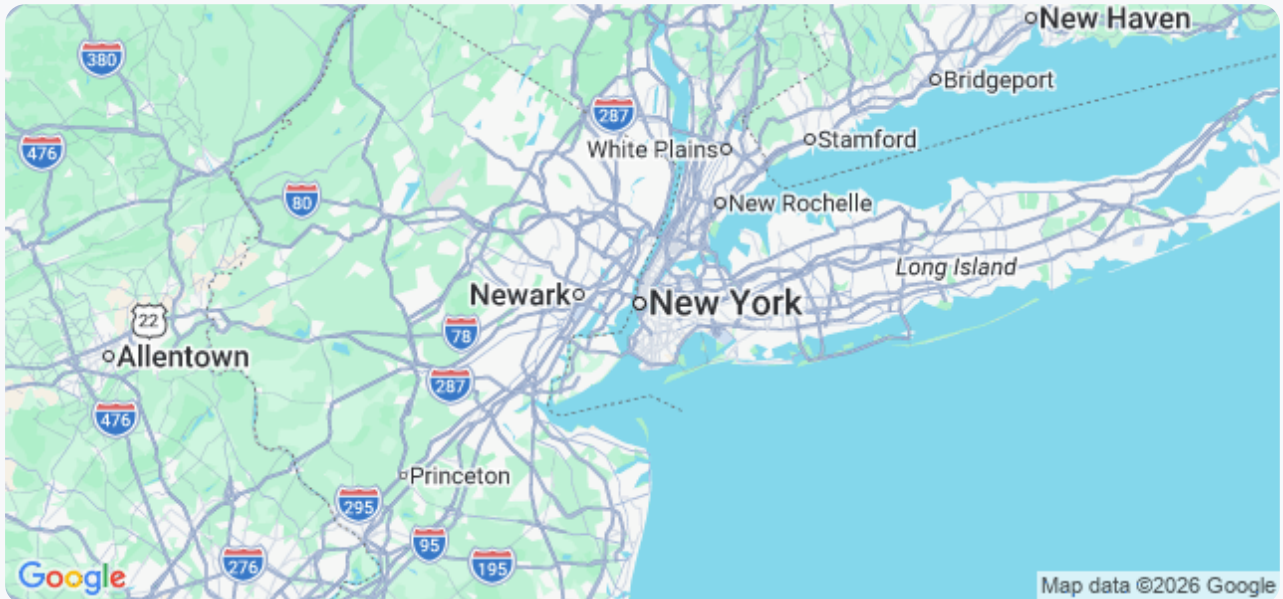
Write something...

### 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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