Hotel Security Checklist Template
Hotel Security Checklist

Entrance and Exit Protocols

[ ] Lobby Surveillance: Maintain continuous monitoring of the main entrance and hotel lobby.
[ ] Access Control: Ensure side and back entrances are secure and accessible only to authorized personnel.
[ ] Vehicle Checkpoints: If applicable, inspect vehicles entering hotel property or underground parking.

Guest Safety and Privacy

[ ] Room Key/Card Security: Ensure key/card issuing and tracking mechanisms are foolproof.
[ ] Elevator Security: Regularly patrol elevators and monitor via CCTV.
[ ] Guest Verification: Train staff on verifying guest identities before granting room access or disclosing information.

Physical Security Measures

[ ] CCTV System: Regularly check all cameras, storage devices, and monitoring systems for functionality.
[ ] Perimeter Patrols: Conduct frequent patrols around the hotel property, including parking lots.
[ ] Alarm Systems: Regularly test fire alarms, intruder alarms, and other emergency systems.

Operational Procedures

[ ] Staff Identification: Ensure all staff wear visible ID badges. Train security to challenge unidentified individuals.
[ ] Vendor Verification: Maintain a log and verification process for all vendors and service providers entering the hotel.
[ ] Emergency Exits: Keep emergency exits secure from external entry but ensure they're easily accessible from inside.

Emergency and Response Protocols

[ ] Evacuation Plans: Regularly review and rehearse emergency evacuation procedures with hotel staff.
[ ] Medical Emergencies: Ensure rapid response protocols for medical emergencies and clear pathways for medical teams.
[ ] Incident Reporting: Create a system for hotel staff to swiftly report security concerns or incidents.
Public Areas Security
[ ] Pool & Gym Area: Regularly monitor recreational areas, ensuring guest safety and preventing unauthorized access.
[ ] Restaurant & Bar: Monitor hotel bars and restaurants, especially during peak hours.
[ ] Conference & Event Spaces: Strengthen security during events, consider additional measures like metal detectors if required.

Post-Shift Procedures
[ ] Shift Handover: Ensure a seamless transition between shifts, with clear communication of any ongoing concerns.
[ ] Equipment Check: Ensure all security equipment, radios, and tools are accounted for and functional.
[ ] Daily Security Report: Compile a report of the day’s incidents, observations, and any feedback.