

# 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.