



Hotel Site Inspection



CHECKLIST

Hotel

XXXXX

Confidential - do not share once completed

HOTEL - GENERAL

EXAMPLE

General

- ✓ Type | full service | select | limited | brand
- ✓ Staff | training | % turnover |
- ✓ DBS checks | right to work | visas
- ✓ Size | floors
- ✓ Atrium | tower | low rise
- ✓ Room categories | breakdown | adjoining
- ✓ Room numbers
- ✓ Age | ownership | history
- ✓ Last refurbishment | soft | hard
- ✓ Planned or actual construction/refurbishment

Market

- ✓ Corporate | airline | MICE | families
- ✓ Rate strategy | OCC | ADR | RevPAR
- ✓ Market | comp set | ratings
- ✓ Guest satisfaction

Location

- ✓ Situation | grounds | locality
- ✓ Transport links
- ✓ Local bars & restaurants
- ✓ Shops | convenience store | pharmacy

HOTEL - PUBLIC AREAS

External evaluation

- ✓ Local area safety and security
- ✓ Hotel grounds | access | CCTV | lighting | obstructions
- ✓ Noise - adjacent roads | construction | other sources
- ✓ Hotel condition | clean | maintenance
- ✓ Car park | security | CCTV | capacity | access | safety

Guest floors and corridors

- ✓ Corridors | cleanliness | hazards | lux levels |
- ✓ Security | key card access | CCTV
- ✓ Emergency lighting | fire escapes
- ✓ Flooring

Lobby and public areas

- ✓ Reception | efficiency | personnel | staff levels 24H
- ✓ Public spaces | comfort | seating
- ✓ Disturbance | cleanliness
- ✓ Fire exits | signage | lighting | obstructions |
- ✓ Accessibility
- ✓ Concierge | porters | luggage storage | ATM
- ✓ Lifts | key card | CCTV | certification | intercom | alarm
- ✓ Stairs | clear | signage

HOTEL - FACILITIES

Bars and restaurants

- ✓ Restaurant(s) | type | size | hours | ambiance
- ✓ Quality | knowledge | service standards
- ✓ Menus | variety | pricing
- ✓ Bar(s) | type | hours
- ✓ Bar(s) | ambiance | service | variety
- ✓ Room service | hours | menus | prices | tray charges
- ✗ Executive lounge | hours

Leisure facilities

- ✓ Fitness centre | gym | location | hours |
- ✓ Equipment | manufacturer | age
- ✓ Cleanliness | sanitiser | cleaning schedule
- ✓ CCTV | telephone
- ✓ Beauty | treatments | prices
- ✗ Sauna | spa | steam room
- ✗ Chemicals | temperatures

KITCHENS

Confidential

Kitchens - general

- ✓ HACCP | inspections | logs | maintenance | 4Cs
- ✓ Handling general | size/layout | cross-contamination
- ✓ Food delivery | temp check | label process | use by dates
- ✓ Vegetables & fruit | washing | preparation | storage | covered
- ✓ Hypersensitivity
- ✓ Food prep areas | colour coded
- ✓ Surfaces | clean | sanitised
- ✓ Raw food | cooked | storage | defrosting
- ✓ Pre-prepared | 60°C/80°C check | batch temp charts
- ✓ Temp charts | timings | fridges & freezers
- ✓ Buffet | checks | <5°C
- ✓ Pest control | external audit
- ✓ Floors | walls | splash backs | ceiling
- ✓ Ansul system | gas shut off valves | fire doors | exits
- ✓ Personal hygiene | uniforms | aprons | hats & hairnets | laundry
- ✓ Hand wash stations | antibacterial | disposable towels | hot
- ✓ Dish washers | sinks | chemicals | dosing | temperature
- ✓ Waste disposal
- ✓ Staff training | manuals
- ✓ Notices | posters

Kitchens - cleaning

- ✓ Cleaning schedule
- ✓ 2 stage cleaning
- ✓ Chemicals | detergent | disinfectant | sanitiser | dilution
- ✓ BS EN1276 | BS EN 13697
- ✓ Floors | walls | ceilings
- ✓ Work surfaces | chopping boards
- ✓ Fridges | freezers
- ✓ Microwaves | ovens | hobs
- ✓ Hot bar | display cabinets
- ✓ Waste areas | drains
- ✓ Staff areas
- ✓ Mixers | slicers | vacuum packers
- ✓ Knives | cutlery | utensils
- ✓ Thermometers | can openers | telephones
- ✓ Machines | processors
- ✓ Dishwashers | sinks | soap dispensers
- ✓ Re-usable cloths | work clothes
- ✓ Ice machines
- ✓ Bins | mops | brooms
- ✓ Door handles | taps | scales | switches | controls

HEALTH AND SAFETY

Security

- ✓ Lost key | ID process | housekeeping
- ✓ CCTV | entrance | other entries | staff entrance
- ✓ Lifts | guest floors
- ✓ Guest floors | access all | only specific
- ✓ Guest room locks | key card | recorded access
- ✓ Security logs | control room
- ✓ Staff access | IDs | background checks

Fire safety

- ✓ Fire marshals | day | night
- ✓ Staff fire training
- ✓ External audit
- ✓ Escapes | walk frequency
- ✓ Alarm points | break glass | house phone
- ✓ First response | extinguishers | type | inspected | date
- ✓ Exit doors self close
- ✓ Reception | answer test call
- ✓ Emergency lighting
- ✓ Fire detection system | fire panel | process | alarm | FB link
- ✓ Smoke detectors | location | hard wired | battery back up

Health & safety

- ✓ First aid | responders | day | night
- ✓ Electric back up | generator | UPS
- ✓ Audits
- ✓ Heat detectors | location | hard wired | battery back up
- ✓ Sprinklers | public | guest room | type | process
- ✓ Air circulation | alarm cut off
- ✓ Fire alarm test | frequency
- ✓ Muster area | signage | suitability | brigagde access
- ✓ Alarm single trigger | multiple trigger
- ✓ PA system | power | test
- ✓ Signage | exits | lifts | illuminated | position
- ✓ >15m dead ends
- ✓ Min 2 escapes viable
- ✓ Stairwells | pressurised | vented

HOTEL - GUEST ROOMS

Rooms

- ✓ Types | size | overview | quality | condition | cleanliness
- ✓ Interconnecting rooms
- ✓ Windows | glazing | curtains/blinds | lux test
- ✓ Glasses | china | cutlery | sanitation methods
- ✓ Flooring | type | condition
- ✓ Doors | frame | seals | gaps | fire rating | certificated
- ✓ Security | 2 x mechanisms | spy hole
- ✓ Fire plan
- ✓ Mains smoke alarm | sprinklers
- ✓ Noise db tests | adjacent room | bathrooms | external | slam test
- ✓ A/C | 2/4 pipe | range | tests
- ✓ Beds | sizes | mattresses | bedding | bed bugs | linen changes
- ✓ Fixtures & fittings | mirrors | quality | condition
- ✓ TV | Type | volume limit
- ✓ WiFi | test
- ✓ Bath | shower | type | condition | cleanliness
- ✓ Anti slip | hand rails
- ✓ Amenities | towels | servicing frequency
- ✓ Electrical safety | shaver | hairdryer
- ✓ Water | temperature limit

Room - contents

- ✓ Ironing board and steam iron
- ✓ Safe – laptop size
- ✓ Fridge
- ✓ Kettle
- ✗ Coffee maker
- ✗ Pod coffee machine
- ✓ Tea and coffee
- ✓ Hairdryer
- ✓ HDTV | size | channels
- ✓ Electrical sockets | USB/C | locations
- ✓ Wi-Fi | speed test | number of devices
- ✓ Desk chair
- ✓ Telephone | bedside | volume | db test
- ✓ Comfortable chair | type
- ✓ Luggage storage
- ✓ Wardrobe | type

Scores & Comments

REDACTED

CHECKS

- ✓ Report uploaded
- ✓ Checklist uploaded
- ✓ Media uploaded
- ✓ Outstanding issues completed

[Redacted]

Inspector

[Redacted]

Date