



**RESOURCE LIBRARY – TECHNICAL SERVICES  
General Hotel Fire Safety Checklist**

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**GENERAL HOTEL FIRE SAFETY CHECKLIST**

GENERAL HOTEL FIRE SAFETY CHECKLIST	COMMENT	Yes	No
1. Are all exits identified with 6-inch letters, or larger if required by local code?		-----	-----
2. Are the signs directing to exits pointed in the proper direction; and is the view unobstructed?		-----	-----
3. Are the exit signs lit; and is power supplied from an emergency source?		-----	-----
4. Are doors and passageways possibly mistaken for exits identified with a sign reading "NOT AN EXIT"?		-----	-----
5. Are all doors that must be passed through to exit unobstructed and always operable from the outside?		-----	-----
6. Are exit doors leading into stairways at each floor level kept closed, <i>not locked</i> ; and is the door and hardware maintained to assure self-closing?		-----	-----
7. Are the exits of adequate capacity (in accordance with N.F.P.A. 101 or equal)? <i>Note</i> : in case of doubt as to the adequacy of exits, consult with your building or fire department.		-----	-----
8. Are swinging doors adjacent to revolving doors unlocked?		-----	-----
9. Are revolving doors collapsible?		-----	-----
10. Are the sliding doors in the egress routes collapsible?		-----	-----

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|--|--|-------|-------|
| 11. Do exit doors of rooms occupied by more than 40 people open in the direction of egress travel?   |  | ----- | ----- |
| 12. Are the fire doors in stairwells, elevators, and interior firewalls rated U.L. (United Label) or equal?  |  | ----- | ----- |
| 13. Are stairways, corridors, and elevator landings kept free from any material that can possibly affect a safe and speedy exit?   |  | ----- | ----- |
| 14. Are the stairway enclosures free from openings in the walls, doors, or floors that could possibly allow smoke into the stairway?   |  | ----- | ----- |
| 15. Are smoke doors or building compartment doors operable and not held open by wedges or similar permanent means?   |  | ----- | ----- |
| 16. Are the exit doors from stairways marked on the stair side to indicate the floor level?  |  | ----- | ----- |
| 17. Are final exits marked so no one accidentally continues into the basement or other area of the hotel?  |  | ----- | ----- |
| 18. Are all dining rooms, lounges, function rooms, store rooms or any area possibly used by an arsonist, closed and locked soon after use, definitely from late evening until early morning hours? |  | ----- | ----- |
| 19. Are there combustible materials located in your area of inspection; and are they properly protected?   |  | ----- | ----- |
| 20. Are flammable liquids and containers requiring flammable solids  |  | ----- | ----- |

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stored in safety containers?		-----	-----
21. Is there grease, rubbish, or other combustible materials accumulated behind, above or beneath equipment or structures?		-----	-----
22. Are the ventilating canopies, ducts, filters, and fans free from grease or lint accumulation?		-----	-----
23. Are the ducts and fan housings periodically treated with a chemical that reduces the fire potential of grease accumulations?		-----	-----
24. Are the elevator pits free from rubbish?		-----	-----
25. Is the collection and disposal of rubbish handled at a time of day and in a manner that prevents great accumulation at any point, but definitely assures removal from guest room floors or function rooms before the early evening?		-----	-----
26. Are the trash and laundry chute doors in self-closing and good condition?		-----	-----
27. Are ceiling and wall surfaces on escape routes kept free from combustible decorative or functional materials?		-----	-----
28. Have the fabrics or fibres that require flame-proofing (according to code and/or your sound judgement) been treated after dry cleaning, or as per schedule?		-----	-----
29. Are fire hoses and extinguishers accessible; are they charge and tagged to indicate the last checking date; and are they in good condition?		-----	-----

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|---|--|-------|-------|
| 30. Are there sufficient fire extinguishers on each floor so that not over 75 feet of travel is required to reach the nearest unit (50 feet for maintenance shops)?   |  | ----- | ----- |
| 31. Are the existing extinguishing systems, sprinklers and others in an operable condition?   |  | ----- | ----- |
| 32. Are the sprinkler heads unobstructed; and are the valves to the sprinklers open?  |  | ----- | ----- |
| 33. Are the fire alarm stations accessible and the locations visible and properly identified? For instance, a CO2 activation station is identified so it cannot be mistaken for a fire alarm.                                       |  | ----- | ----- |
| 34. Are the alarm bells audible enough to be heard over ambient noise such as television?   |  | ----- | ----- |
| 35. If the alarm system requires a carbon stick, key or other device to activate the general alarm, are those items in the possession of responsible employees; and have they been instructed in how and when to use these devices? |  | ----- | ----- |
| 36. Are the safety and fire prevention instructions posted in appropriate languages?  |  | ----- | ----- |
| 37. Are signs installed in appropriate quantity and location – in all public areas – indicating the location of fire alarms, fire extinguishers, and hoses?   |  | ----- | ----- |
| 38. Are the employees in your area familiar with the proper response to a fire emergency? Have they received training? Is follow-up   |  | ----- | ----- |

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training given every three months?

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39. Are keys available to the staff on each shift providing access to vital areas such as fire pump or emergency generator rooms?

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40. Is at least one key ring available (in a secure place, or safe deposit box in the hotel) to the manager on duty on each shift that will allow access to all areas except tenant areas with breakable windows?

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41. Is the fire cart easily accessible and located in an area that easily connects to other areas of the hotel?

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42. Is one fire cart sufficient considering the travel distances required at your property? (if not, add more carts or kits).

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43. Have all violations recorded during previous inspections been corrected?

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44. Are the fire pump, emergency generators, and other emergency equipment maintained in accordance with the schedule provided in a safety manual?

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