

ACCOMMODATION: SUPPLIER SAFETY CHECK-LIST FORM COMPLETED BY HOTEL MANAGER				
Supplier name:				
Property name (if different):				
Country:				
Date:				
Completed by:				
General information:				
- Type of accommodation: Lodge / Guesthouse / Hotel / Homestay / Other: _____				
- Number of rooms/units:				
- Maximum guest capacity:				
1. Original documents				
Component to inspect		Yes	No	N/A
1.1.	Valid business operating license for accommodation? (please provide a copy)			
1.2.	Valid business "Food License"? (please provide a copy)			
1.3.	Valid business "Liquor License"? (please provide a copy)			
1.4.	Operating licenses present for all pool areas (please provide a copy)			
1.5.	Maintenance contracts present for technical installations in the area of water and wastewater.			
1.6.	Maintenance contracts present for technical installations in the area of gas and heating.			
1.7.	Maintenance contracts present for technical installations in the area of electricity.			
1.8.	Maintenance contracts present for technical installations in the area of ventilation/air conditioning.			
1.9.	Maintenance contracts present for technical installations in the area of lifts.			
1.10.	Maintenance contracts present for technical installations in the area of fire extinguishers.			
1.11.	Maintenance contracts present for technical installations in the area of smoke alarms.			
1.12.	Maintenance contracts present for technical installations in the area of fire alarms.			
1.13.	Maintenance contracts present for technical installations in the area of pools.			
2. Safety and security				
Component to inspect		Yes	No	N/A
2.1.	Fire extinguishers and/or fire safety systems in place?			
2.2.	Emergency exits clearly marked and unobstructed?			
2.3.	Staff trained in emergency procedures?			
2.4.	Guest incident/accident logbook maintained?			
2.5.	Exit routes and key responses people and phone numbers posted?			
2.6.	Local clinic with medical provider posted?			
2.7.	Are exits, corridors, door ways, and stairs unobstructed?			
3. Health and Hygiene				
Component to inspect		Yes	No	N/A
3.1.	Rooms cleaned and disinfected after each stay?			
3.2.	Drinking water safe for consumption?			
3.3.	Kitchen staff have valid food handling certification?			
3.4.	First aid kit available on site?			
3.5.	Is the First aid easily accessible by hotel employees?			
3.6.	Evidence of regular hygiene training for staff.			
4. Fire Safety				
Component to inspect		Yes	No	N/A
4.1.	Fire extinguishers are sealed and easily accessible.			

4.2.	Information signs for the fire extinguishers are present.			
4.3.	At least one properly functioning fire extinguisher on each floor is present.			
4.4.	Warning systems (e.g. smoke alarms, fire alarms) are present. Comment: country specific requirement.			
4.5.	Kitchen(s) or restaurant(s): additional fire extinguishers are present.			
5. Stairs				
Component to inspect		Yes	No	N/A
5.1.	Banisters are well attached.			
5.2.	Banisters are intact.			
5.3.	Sufficient and uniform lighting, that all steps and banisters can be seen.			
6. Bedroom / bathroom				
Component to inspect		Yes	No	N/A
6.1.	Electrical sockets are clearly in order.			
6.2.	Lights switches are clearly in order.			
6.3.	Cables are covered.			
6.4.	Surface cable clearly insulated (including electrical appliances).			
6.5.	Easily visible emergency plans are present in every unit. Comment: if the hotel is small hotel with less than 10 rooms, emergency plans are not necessary.			
7. Swimming pool				
Component to inspect Number of pools: _____		Yes	No	N/A
7.1.	Local standards for pool inspections been meet?			
7.2.	Regulations on regular pool inspections are present.			
7.3.	If there are no local requirements, a pool inspection is still executed once a day to check everything			
7.4.	Is the pool supervised (country specific requirement)			
7.5.	The pools are secure during the hours of darkness (sufficient lighting).			
7.6.	The pools are free from any damage with high risk potential.			
7.7.	The bottom of the pool is visible. Objects at the bottom of the pool are clearly visible.			
7.8.	Non-swimmer signs are clearly visible.			
7.9.	The water depths are visibly indicated.			
7.10.	There is sufficient access into and out of the pool with at least three steps under the water surface.			
7.11.	Entrances/ exits are secure and indicated.			
8. Lifts				
Component to inspect		Yes	No	N/A
8.1.	Indication of the maximum weight bearing capacity (number of persons) is present.			
8.2.	Instructions for no using the lifts in the event of a fire are indicated or shown in a pictogram.			
8.3.	Emergency call equipment is present.			
8.4.	Emergency call facility is present and properly working.			
8.5.	A functioning photoelectric barrier is present in the case of self-closing doors.			
9. Gym/sports facilities				
Component to inspect		Yes	No	N/A
9.1.	The fitness devices are clearly without defects.			
9.2.	The fitness devices are clearly without risk of injury.			
9.3.	Operating instructions for the fitness devices are present.			
10. Additional to check in self-operated holidays flats, apartments, etc.				
Component to inspect		Yes	No	N/A
10.1.	Gas cooker without risks of injury.			
10.2.	Electric cooker/hot plates without risk of injury.			
10.3.	Fridges without risk of injury.			
10.4.	Other installations (e.g. heating) without risks of injury.			

10.5.	The gas boiler is regularly maintained.			
10.6.	The gas main is regularly maintained.			
11. Insurance and Compliance				
Component to inspect		Yes	No	N/A
11.1.	Public liability insurance?			
11.2.	Valid health and safety certificate (if applicable)?			
12. Sustainability and Community				
Component to inspect		Yes	No	N/A
12.1.	Employ local staff?			
12.2.	Source local products/produce?			
12.3.	Sustainability initiatives (energy, waste, water):			
Full name of the inspector (hotel manager/person in charge):		Date and signature/stamp:		