OpsAuditHub opsauditihub.com	DOC ID: **SAF-0277**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.37**	AUDIT FREQUENCY: **Daily Pre-Shift**

Hotel Emergency Evacuation Route Audit Daily Log Sheet

Operational Scope: This log sheet mandates daily verification of all hotel egress corridors, stairwells, and assembly exit pathways to ensure zero obstruction and immediate life-safety readiness. It directly mitigates entrapment risks and guarantees full regulatory compliance for guest and staff evacuation during emergency events.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107 Class 2), Industrial Safety Footwear (ASTM F2413), LED Inspection Flashlight, Nitrile Examination Gloves, Clipboard with Weather-Resistant Cover
PREREQUISITES:	Review previous shift's log entries and verify closure of any open corrective actions. | Obtain master access keycard and two-way communication radio from security control. | Notify front desk operations supervisor regarding active corridor inspection sweeps.

CORRIDOR AND PUBLIC PATHWAY OBSTRUCTION AUDITS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Guest Floor Corridors**	Corridors are 100% free of housekeeping carts, luggage trays, rolled mattresses, and construction debris, maintaining minimum required width.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Fire Door Operability**	All corridor smoke/fire doors close completely and latch unassisted without being propped open by wedges or mechanical devices.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Emergency Exit Signage & Illumination**	All exit directional signs are fully illuminated, free of bulb burnouts, and backed up by functional emergency battery units.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

STAIRWELL AND EMERGENCY EXIT DISCHARGE VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Stairwell Security & Clearance**	Stairwells A, B, and C are completely clear of stored items, linen bins, and maintenance equipment; handrails are secure and continuous.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Stairwell Door Hardware & Panic Bars**	All stairwell re-entry and discharge doors unlock automatically upon fire alarm activation and open smoothly via panic bars from the inside.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Exterior Exit Discharge Pathways**	Final discharge doors leading to the exterior muster station open outward fully and pathways are clear of snow, ice, or exterior storage.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

EMERGENCY LIGHTING AND ASSEMBLY POINT PROTOCOLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Emergency Generator Path Lighting**	Emergency path lights along primary egress routes show active charge indicator lights; monthly 30-second test logs are up to date.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
8	**Assembly Point Signage & Lighting**	Exterior designated assembly points are clearly marked with reflective signage and adequately illuminated for nighttime evacuations.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
9	**Visual Evacuation Maps**	You Are Here evacuation maps posted behind guest room doors and in public elevators are intact, legible, and unblemished.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Certified Life Safety Inspector / Security Lead Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Engineering / Hotel General Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

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