OpsAuditHub opsauditihub.com	DOC ID: **SAF-0276**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910.37**	AUDIT FREQUENCY: **Monthly Audit**

Hotel Emergency Evacuation Route Audit Sop Template

Operational Scope: Establishes a standardized procedure for auditing hotel emergency evacuation routes, corridor widths, and exit discharge points to ensure unhindered guest and staff egress. Mitigates life-safety risks and guarantees strict adherence to municipal fire codes and hospitality regulatory frameworks.

MANDATORY PPE:	High-Visibility Safety Vest (ANSI/ISEA 107), Steel-Toe Safety Footwear (ASTM F2413), Industrial LED Flashlight, Clipboard and Digital Audit Tablet
PREREQUISITES:	Notify front desk operations and security management of the active route audit. | Obtain master keys and access credentials for restricted stairwells and exit discharges.

CORRIDOR AND STAIRWELL OBSTRUCTION ASSESSMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Guest Floor Corridors**	Corridors maintained at minimum required width (typically 44 inches) with zero housekeeping carts, luggage, or construction materials obstructing the path.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Fire Door Integrity**	All stairwell and corridor fire doors are self-closing, latch securely without manual assistance, and are never propped open by wedges or devices.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Stairwell Landings & Treads**	Enclosed stairwells are completely free of stored items, debris, or slip hazards, with handrails securely anchored and meeting structural load requirements.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

EMERGENCY LIGHTING AND EXIT SIGNAGE INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Exit Sign Illumination**	All primary and directional 'EXIT' signs are illuminated, clearly legible, and feature functional backup battery indicators.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
5	**Emergency Egress Lighting**	Battery-powered emergency lighting units operate correctly during manual test pushes, illuminating all critical pathways and stairwells.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Floor-Level Photoluminescent Pathmarkers**	Low-level exit path markings and glow-in-the-dark directional strips are undamaged, clean, and visible along hotel corridor baseboards.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

FINAL EXIT DISCHARGE AND ASSEMBLY POINT VERIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Exterior Exit Discharge Doors**	Final exit discharge doors open freely from the inside without requiring specialized keys, codes, or tools, and panic hardware functions smoothly.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
8	**Exterior Assembly Point Access**	Designated outdoor assembly points are clearly marked, free of parked vehicles or service obstructions, and safely isolated from the building exterior.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
9	**Evacuation Maps & Floor Plans**	Guest room doors and public areas display current, approved 'You Are Here' emergency evacuation route diagrams in compliance with local fire ordinances.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Certified Life Safety Inspector / OpsAuditHub Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Hospitality Operations / Chief Engineer Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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