OpsAuditHub opsauditihub.com	DOC ID: **SAF-0252**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **NFPA 101 Life Safety Code & OSHA 29 CFR 1910 Subpart E**	AUDIT FREQUENCY: **Daily Pre-Shift**

Hotel Guest Room Safety Audit Daily Log Sheet

Operational Scope: This daily log sheet mandates the systematic inspection of all guest rooms to identify physical hazards, confirm life-safety system integrity, and mitigate slip, trip, and fire risks. Execution of this audit ensures strict adherence to hospitality safety regulations and protects guest welfare.

MANDATORY PPE:	Cut-Resistant Gloves (ANSI/ISEA 105), Slip-Resistant Footwear (ASTM F2913), Nitrile Inspection Gloves, High-Visibility Safety Vest, LED Safety Flashlight
PREREQUISITES:	Obtain daily assigned room ledger and master electronic key card from Housekeeping Operations Desk. | Verify functionality of portable testing tools, GFI circuit tester, and door latch gauge. | Notify front desk operations to place rooms in 'Inspection Status' to ensure guest privacy.

1. EGRESS, STRUCTURAL INTEGRITY & HAZARD CONTROL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Entry and Connecting Doors**	Self-closing mechanism operates smoothly; deadbolt, latch, and security peephole are fully functional without structural damage.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Emergency Egress Route**	Primary exit path from bed to door is completely unobstructed by furniture, luggage racks, or loose carpeting.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Windows and Balcony Sliding Doors**	Window limiters/stops are intact (restricting opening to max 4 inches); balcony glass is unbroken; locking hardware engages securely.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Flooring and Walking Surfaces**	Carpet is free of frayed seams, tears, or buckling; tile/hardwood flooring shows no cracks, loose transition strips, or slip hazards.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

2. ELECTRICAL, HVAC & LIFE-SAFETY COMPLIANCE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Smoke Detector & Carbon Monoxide Unit**	Tested via functional test button; unit is free of dust/paint occlusion, securely mounted, and within manufacturer expiration date.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Electrical Outlets & GFI Protection**	All wall receptacles are tightly fitted with uncracked cover plates; bathroom GFI outlets trip and reset properly upon testing.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Lighting Fixtures & Bulbs**	All bedside, desk, and overhead lamps are operational with no exposed wiring, flickering bulbs, or missing lamp shades.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
8	**HVAC Unit & Air Filtration**	Thermostat responds correctly to temperature adjustments; unit filters are clean; no mold, mildew, or abnormal burning odors detected.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

3. BATHROOM, PLUMBING & SANITATION FIXTURES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Tub, Shower & Grab Bars**	Grab bars are structurally anchored and support a minimum of 250 lbs pull force; non-slip mats or anti-slip tub strips are securely applied.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Hot Water Temperature Limit**	Maximum water temperature at bathroom sink and tub spout does not exceed 120°F (49°C) to prevent scalding hazards.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
11	**Sanitation & Biohazard Control**	Bathroom surfaces are sanitized; toilet flushes properly without leaks; trash receptacles are clean and lined appropriately.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

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

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