OpsAuditHub opsaudithub.com	DOC ID: **SAF-0251**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910 Subpart E & NFPA 101 Life Safety Code**	AUDIT FREQUENCY: **Monthly Audit**

Hotel Guest Room Safety Audit Sop Template

Operational Scope: Establishes a standardized procedure for inspecting guest rooms to identify physical hazards, ensure life safety compliance, and mitigate slip, trip, fall, and fire risks. Adherence to this protocol is mandatory for maintaining guest safety standards and fulfilling OpsAuditHub operational compliance mandates.

MANDATORY PPE:	Nitrile Gloves (ASTM D6319), Slip-Resistant Footwear (ASTM F2913), High-Visibility Vest (ANSI/ISEA 107), Safety Glasses (ANSI Z87.1)
PREREQUISITES:	Verify guest room is unoccupied and check-in status is marked as out-of-service or vacant-dirty in the property management system. | Ensure Master Keycard or digital bypass is fully charged and authorized for the designated inspection zone. | Review previous month's audit logs for recurring maintenance discrepancies or unclosed work orders in the target rooms.

FIRE, LIFE, AND ELECTRICAL SAFETY SYSTEMS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Smoke Detector & Alarm**	Device is securely mounted to ceiling, free of dust obstruction, and passes operational test via remote or test button.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Emergency Egress Map**	NFPA-compliant floor escape route map is securely posted on the back of the main guest room entry door at eye level.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Electrical Outlets & GFCI**	All wall receptacles and bathroom GFCI outlets are tightly secured, uncracked, and operate without exposed wiring or burning odors.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**HVAC Unit & Air Quality**	Thermostat controls function properly, unit filters are clean, and there is no evidence of active mold growth or damp insulation.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

STRUCTURAL INTEGRITY, HARDWARE, AND SLIP/FALL HAZARDS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Entry Door & Deadbolt Lock**	Self-closing hinges operate smoothly, latch fully engages, and deadbolt/security viewer function without mechanical binding.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Balcony Railings & Sliding Glass Door**	Balcony railing height is compliant (min 42 inches), baluster spacing is secure, and sliding door latch/lock engages reliably.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Carpet & Flooring Surfaces**	Carpeting is free of fraying edges, wrinkles, tears, or loose transition strips that could present a tripping hazard.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Window Restrictors**	Operable windows feature functional safety restrictors preventing opening greater than 4 inches to mitigate fall hazards.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

BATHROOM SANITATION AND SAFETY FIXTURES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Bathtub / Shower Slip Resistance**	Tub/shower floor has functional non-slip surface treatment or secure anti-slip mat free of peeling or microbial buildup.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Grab Bars & Wall Anchors**	Shower and toilet grab bars are structurally rigid, supporting a minimum load test without loosening from wall anchors.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
11	**Hot Water Temperature Limiter**	Domestic hot water delivery at bathroom sink and shower does not exceed 120°F (49°C) to prevent scalding injuries.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

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

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