

Property checklist

Date: _____ Name of accommodation: _____

Completed by: _____ Resort: _____

Emergency checks

	Yes	No	N/A
Are all fire exit doors unlocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are evacuation routes clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exit signs visible:			
in corridors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in stairways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
on emergency exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in public areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
in discos/conference rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire alarm been tested and is in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the smoke alarms been tested and are in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room numbers checked	<hr/>		

Any actions taken?

Signs and warnings

	Yes	No	N/A
Are all warning signs displayed in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire safety instructions displayed in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do glass panels have safety stickers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any actions taken?

Gas and electric

	Yes	No	N/A
Are all electrical sockets secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any electrical faults been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details and any actions taken:

Do gas cookers have safety instructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a smell of gas in the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any gas faults been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details and any actions taken:

Maintenance	Yes	No	N/A
Are balcony railings fitted securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors, windows and locks working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have obstructions and hazards been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any actions taken?

Food preparation and serving areas	Yes	No	N/A
Is fire safety equipment provided (i.e. fire extinguishers and blankets)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls, floors and ceilings clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food preparation areas and equipment clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are raw and cooked food stored and prepared separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are foods labelled and within their use-by dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all kitchen areas free from animals and pests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are kitchen and waiting staff observing good hygiene practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any actions taken?

Swimming pool(s)	Yes	No	N/A
Is the pool clean and the bottom of the deep end visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pool filters clean and covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the poolside well-maintained and free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lifesaving equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all signage clear and visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any actions taken?

Play areas	Yes	No	N/A
Are play areas well maintained and free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is playground equipment well-maintained and free of damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarms and smoke detectors in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is child proofing in place (e.g. socket covers, safety gates etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any actions taken?