

COPTHORNE HOTEL - DUTY MANAGER'S SECURITY CHECKLIST

DAY/DATE: _____

SHIFT/TIME: _____

DUTY MANAGER NAME: _____

SIGNATURE: _____

AREA	DESCRIPTION	TIME	REMARKS/ACTION
Staff Entrance	Service doors locked		
Staff Car Park	Back Gate locked (between 18.00 and 06.00)		
Staff Car Park	Patrol — no obvious damage, no loiterers etc.		
Main Car Park	Check all areas from windows, investigate any potential problems		
Maintenance Workshop	Locked if not in use		
Staff changing rooms Male & Female	No unauthorised personnel, taps off, no fire hazard		
Service door by snack machine	Locked		
Staff Canteen	Lights/TV off if not in use. No fire hazards		
Service door by lift	Locked		
Personnel office	Locked if not in use		
Fire exit doors	Shut & clear of obstructions		
Service stairwells all floors	No unauthorised personnel, clear of obstructions		
Dry Store	Locked if not in use		
Liquor Store	Locked if not in use		
Cellar	Locked if not in use		
All fire doors	Shut & free from obstructions		
Goods In office	Locked if not in use		
Maintenance office	Locked if not in use		
M&E Stores	Locked if not in use		
Linen room	Locked if not in use		
Back corridor	Clear of obstructions/fire hazards		
Function area fire exits	Closed and free from obstruction		
Function room plant	Locked if not in use		
Function rooms	Locked if not in use, lights/air con off, no fire hazards		

Function toilets	No fire hazards/ running taps		
Function Bar	Locked if not in use, no fire hazards		
Finance Office	Locked if not in use		
Back office	Locked Computer room locked		
Reception/ Lobby	Fire box in place, full contents		
Reception/ Lobby	All fire exits clear, no fire hazards, general check		
Lounge/bar	Service doors shut, general check. Fire exits clear, shut. No fire hazards		
Restaurant	Door shut if not in use, lights off. Fire exits clear, no fire hazards		
Kitchen	Stoves off if not in use, no smell of gas, taps off, fire doors clear of obstruction & shut.		
Level 1	All fire exits clear, fire doors shut. No fire hazards. Service risers locked. Service doors locked.		
Level 1	Glamorgan room locked if not in use		
Level 1	Doors in connecting lobby locked		
Leisure club	Fire exits clear of obstructions & shut. Lights off when not in use. Spa/sauna/steam off when not in use. No fire hazards. Check & sign visitors book		
Level 2	All fire exits clear, fire doors shut. No fire hazards. Service risers locked. Service doors locked.		
Level 3 public areas	All fire exits clear, fire doors shut. No fire hazards. Service risers locked. Service doors locked.		
Level 3	Aircrew lounge closed		
Level 5	All fire exits clear, fire doors shut. No fire hazards. Service risers locked. Service doors locked.		
Fire Extinguishers	None out of place. Check pressure on pressurised extinguishers		