

HOTEL SECURITY PATROL CHECKLIST

A practical framework for structured, consistent patrols

How to use this checklist

Use this as a starting point, not a fixed patrol route. Adapt it to your hotel's layout, risk profile, operating procedures and local requirements. Each check should answer three questions: what should be observed, what should be verified, and what should happen if something is not right.

1. Patrol details

Hotel / property		Date	
Security officer		Shift	Day / Evening / Night / Other
Patrol start time		Patrol end time	
Patrol type	Routine / Follow-up / Targeted / Other	Round no.	
Areas in scope		Specific issues to monitor	

2. Exterior, perimeter and access

Check	What to observe / verify	Status	Notes / action
Perimeter / grounds	Look for damage, unusual activity, unsecured areas or anything materially different from normal.	OK / Issue / N/A	
External lighting	Identify obvious failures or poorly lit areas that may affect visibility or security.	OK / Issue / N/A	
Main entrances	Verify doors, access arrangements and surrounding areas appear secure and operating as expected.	OK / Issue / N/A	
Side / service entrances	Check for doors left open, propped doors, damaged locks or unauthorised access.	OK / Issue / N/A	
Loading / delivery areas	Check that access is controlled and there are no unattended or suspicious items.	OK / Issue / N/A	
Car park / vehicle areas	Look for suspicious activity, damage, access issues, poor lighting or other security concerns.	OK / Issue / N/A	

3. Public and guest areas

Check	What to observe / verify	Status	Notes / action
Lobby / reception	Observe for unusual behaviour, unattended items, access concerns or issues requiring staff attention.	OK / Issue / N/A	
Public circulation areas	Check corridors, lifts and common areas for suspicious activity, hazards or access issues.	OK / Issue / N/A	
Guest floor corridors	Look for unauthorised persons, disturbances, obstructed routes or doors that should not be open.	OK / Issue / N/A	
Stairwells	Check they are accessible, adequately lit and free from obvious obstruction or suspicious activity.	OK / Issue / N/A	
Function / event spaces	Where relevant, verify spaces are secure when not in use and identify unusual activity.	OK / Issue / N/A	
Leisure / amenity areas	Where relevant, check pool, gym, spa or similar areas for access or security concerns.	OK / Issue / N/A	

4. Emergency and life-safety observations

Check	What to observe / verify	Status	Notes / action
Emergency exits	Confirm exits and routes are visibly clear and accessible; report obstruction, damage or misuse.	OK / Issue / N/A	
Fire / escape doors	Look for doors that are propped open, damaged or otherwise not as expected.	OK / Issue / N/A	
Escape routes	Identify obvious obstructions, stored items or access issues affecting designated routes.	OK / Issue / N/A	
Emergency lighting / signage	Report obvious damage, non-illumination or missing signage observed during the patrol.	OK / Issue / N/A	

5. Back-of-house and restricted areas

Check	What to observe / verify	Status	Notes / action
Staff-only access points	Verify access points appear secure and report doors left open, damaged or bypassed.	OK / Issue / N/A	
Plant / service areas	Check access is restricted as expected; do not enter areas outside patrol authority.	OK / Issue / N/A	
Stores / high-value areas	Verify doors and access controls appear secure where these areas fall within patrol scope.	OK / Issue / N/A	
Waste / service yards	Look for access issues, suspicious activity, fire loading, obstruction or unusual conditions.	OK / Issue / N/A	
Contractor / delivery activity	Confirm observed activity appears authorised and report anything inconsistent with local procedures.	OK / Issue / N/A	

6. Property-specific checks

Check	What to observe / verify	Status	Notes / action
Additional area 1	Define a hotel-specific check based on local layout, risk assessment or current operational concerns.	OK / Issue / N/A	
Additional area 2	Define a hotel-specific check based on local layout, risk assessment or current operational concerns.	OK / Issue / N/A	
Additional area 3	Define a hotel-specific check based on local layout, risk assessment or current operational concerns.	OK / Issue / N/A	
Additional area 4	Define a hotel-specific check based on local layout, risk assessment or current operational concerns.	OK / Issue / N/A	

7. End-of-patrol review and actions

A patrol is not complete simply because the route was walked. Record what was found, what needs to happen next, and who owns the follow-up.

Review	Response	Details
Any issue or anomaly identified?	Yes / No	
Immediate escalation required?	Yes / No	
Incident / occurrence record required?	Yes / No	
Maintenance / facilities action required?	Yes / No	
Follow-up patrol required?	Yes / No	

Actions requiring follow-up

Issue / observation	Immediate action taken	Owner	Due	Closed

Patrol summary

Overall patrol outcome	No issues / Issues recorded / Escalated
Officer comments	
Supervisor / duty manager review	

Important

This checklist is a general operational framework and is not a substitute for a hotel's own risk assessment, security procedures, fire-safety arrangements, legal obligations or specialist advice. Do not include sensitive security information such as access codes, master-key details, camera blind spots or predictable patrol timings in publicly shared versions. Adapt the checklist with the hotel's security, operations and safety teams before use.