

Hotel Lobby Trip Hazard Report

Incident Details

Date of Report

Time of Incident

Exact Location in Lobby

Description of Hazard

Type of Hazard

☐ Loose Mat/Rug ☐ Wet Floor ☐ Cables/Wires ☐ Uneven Surface ☐ Other:

Description

Persons Involved / Witnesses

Name	Role	Contact (Optional)

Immediate Actions Taken

Recommendations / Further Actions

Reported By
(Name & Signature)

Date